



EMERGENCY PLAN (Pandemic Emergency Plan)

Assessment

1.1 In any emergency or critical incident, such as a pandemic, the safety of staff, service users, pupils and others is the paramount responsibility of all schools and this requires suitable contingency planning. There is a clear expectation that all schools should plan for such occurrences during a pandemic. To meet this need, this document has been developed.

1.2 Risk Assessment is the foundation for all emergency planning activities, and is about identifying hazards and estimating the degree of risk involved, by taking into account whatever precautions are in place. Schools do this both formally and informally every day and take account relevant advice given by local health and safety teams including the Local Authority. Having identified the risks and taken all reasonable steps to minimise them, it is then necessary to identify what action will be required to deal with the risk should an incident occur. The risk assessment process is required for all activities as part of normal health and safety regulations.

1.3 The following will be considered for risk assessment in a case of a pandemic:

- Personal protection for pupils, staff or others on site
- Controlling the risk of the spread of contamination
- The safe operation of the school site
- Incidents that require an emergency response (e.g. fire)
- Situations that may affect the school (e.g. family incidents)
- The social and educational needs of pupils

1.4 The risk assessment will ensure site-specific risks are included. Risk assessments are not designed to be final documents – they will be under constant review. An example of a risk assessment that can be used in the event of a pandemic can be found in **Appendix D**.

1.5 Each of the types of incident listed in **1.3** has a framework plan in **Appendix A**. There are also **Frequently Asked Questions** in **Appendix C** to address concerns, which are specific to a particular pandemic and will be changed accordingly.

Prevention

2.1 Prevention is detailing what is done or should be done to prevent or minimise risks from happening or to reduce their impact. This would include such measures as a full or partial lockdown, controlled access of visitors, effective supervision of pupils at start and end of the school day etc. Further examples are given in **Appendix A**.

Preparation

3.1 Emergency planning is geared to enabling an organisation to use to respond in as smooth, planned and controlled a way as is possible in the circumstances. Emergencies occur, sometimes with little or no warning and, by their nature will develop unpredictably. In the case of a pandemic, risks may generate and/or develop and we must be prepared for this.

3.2 Preparation is based on a credible framework and takes account feedback obtained from a wide source, such as parents, staff, governors and unions.

3.3 Preparation makes informed assumptions, for example the number of pupils on site, and prudently plans for maximum uptake.

3.4 Remote education is considered whenever appropriate and the ability for parents and pupils to access resources and communicate online.

3.5 The specific needs of vulnerable and disadvantaged pupils are considered and prioritised during preparation.

Immediate Actions

4.1 As detailed above, the response to a pandemic must be effective. However, it should be noted that a degree of assessment and flexibility must be applied to all action plans, as they may not be always be applicable to the circumstances of the time. An example is applying social distancing measures in case of a fire. Actions must take account of such circumstances and develop a common sense solution.

Levels of Response

5.1 The response to a pandemic may need to be dealt with at three different levels, dependent on current government and WHO information:

Level 1 - Response to a national major emergency

In response to a national pandemic emergency, statutory directives will be followed. Full or partial lockdown will come into force.

Level 2 – Response to a local major emergency

In response to a local incident involving a pandemic, LA statutory directives will be followed and the degree of full/partial lockdown will be re-assessed and amended accordingly.

Level 3 - Response to a national pandemic at school

In response to a local or national pandemic, and in accordance with Level 1 and 2 responses, the school's directives will be followed.

The Governing Body

6.1 The Governing Body must agree the emergency plan and take steps to action the plan throughout a pandemic emergency. The Governing Body will be in contact with the Senior Leadership Team regularly.

Facilities and Equipment

7.1 In exceptional circumstances, such as a pandemic, the school will enforce a complete lockdown of the school site. No personnel will be authorised to enter the site.

7.2 A partial lockdown of the school site may be necessary and in this instance only designated areas of the school will be used, controlled access will be enforced and limited equipment will be used. Limited personnel will be authorised to be on site.

7.3 If/when/as lockdown is lifted, either partially or entirely, the facilities and the equipment used in school will be controlled, may be used for alternative purposes and potentially reduced. Personnel will be controlled and no unauthorised personnel will have permission to be on site.

7.4 In response to an immediate emergency situation (e.g. fire) the school's emergency planned response will override the pandemic response plan.

Communications and Liaison

8.1 A strong focus is ensuring that strong communication and liaison links are established as soon as possible and are consistent.

8.2 Close attention will also be paid to news broadcasts either television or radio as a vital source of information. Government directives and advice will be considered and inform decisions made.

8.3 The first point of contact for all stakeholders will be the school's website. Families that do not have access to the internet must inform the school as soon as possible to open other channels of communication.

8.4 Email will be used to contact individuals and groups wherever possible and for parents to contact the school. Families that do not have access to the internet must inform the school as soon as possible to open other channels of communication.

8.5 Telephone calls will be used to verify information where required and to make welfare calls to families throughout any instance of lockdown.

Liaison with the Media

9.1 It is important to note Southwark's policy that the LA's Press Officer handles all contact with the media. This function deals with the media on a daily basis and is trained to ensure that appropriate information is provided. They can also handle time-consuming press enquiries, leaving the Headteachers to manage the situation locally. Children's services will handle arrangements regarding any visits by national politicians, who should be referred to the press office in the first instance.

Information Management and Record Keeping

10.1 Information is the key to the management of any event. Information that may be required in an emergency, such as contact details of parents, guardians and next of kin is the responsibility of the Deputy Headteacher.

Recovery

11.1 The recovery phase is just as important to consider as the Emergency Phase. Planning a recovery strategy is a bespoke activity and all depends on the output of the event and statutory requirements.

11.2 The recovery phase will enable progression towards the school returning to its primary duties through a controlled, systematic plan that takes into account the health, safety and welfare of all pupils and staff. The maximum number of personnel will be assumed during the planning for recovery.

11.2 Recovery planning for a pandemic is indicated in **Appendix C** but is open to amendment depending on local and national considerations.

Key contact information

Email to the Headteacher should be the first point of contact for all parents and pupils. Staff should contact the Deputy Headteacher, Jill Lewis, as the first point of contact

Headteacher	Jose Lewis	jose@riverside.southwark.sch.uk	
School Office			020 7237 3227
Chair of Governors	Peter John	Peter.John@southwark.gov.uk	

APPENDIX A

Framework Plan

1. Personal protection for pupils, staff or others on site

1. A risk assessment will take place and inform decisions made.
2. The SLT will assess personal protection protocols and their effectiveness until such time as it is deemed the pandemic has ended medically and socially.
3. Entry to the school site will be strictly limited and monitored. No person, adult or child, should visit the school site without prior authorisation. This includes deliveries, outside agency personnel and parents escorting pupils to and from school. **Unauthorised personnel will not be allowed entry to the school site.**
4. Personal Protective Equipment will be used in cases of emergency.
5. All external trips and visiting workshops will be cancelled. Extended school activities, including breakfast club and play centre, will not be available.
6. Break times and lunch times will be planned effectively.
7. Individual risk assessments will be completed for identified pupils and consideration given as to the safest environment for this pupil (i.e. some pupils may not be able to safely attend school).
8. Pupil groups will be organised to maximise personal protection as much as is practically possible. Activities involving large groups (e.g. assemblies) will be cancelled.
9. Staff will be given the opportunity to discuss their personal needs with a senior manager prior to entry to the school site.
10. The Equal Opportunity, Behaviour and Anti-bullying policies of the school remain in effect and will be stringently adhered to by all stakeholders.

2. Controlling the risk of the spread of contamination

1. Anyone who becomes unwell will be sent home immediately. If a child is awaiting collection they will be moved to an isolated room and supervised by a senior manager and escorted to/from an isolated bathroom should this be required. PPE will be worn by staff caring for the child and in an emergency, 999 will be called.
2. A planned, enhanced cleaning programme will take effect at the start of any lockdown and all stakeholders, including pupils, will have a role to play in reducing the risk of contamination.
3. Social distancing guidelines will be followed as much as is practically possible. However, consideration needs to be given to the age and abilities of children to practise social distancing and that incidents will occur that do not follow the guidance. In such cases the Senior Leadership Team will carry out a risk assessment to consider whether or not the child can remain on the school site.
4. Pupils will be encouraged and expected to follow hygiene guidelines.
5. School meals will be provided and consist of healthy options that can be easily carried by a pupil.
6. Equipment and resources used at school will be dramatically reduced. Only essential items will be used. Personal equipment only will be used by pupils and stored securely.
7. Hand washing protocols will be in operation and followed by all stakeholders.
8. Only demarcated areas of the school site will be used. Pupils will be allocated a designated area each day.
9. Pupils and parents will be expected to travel safely to/from the school site.

3. The safe operation of the school site

1. A limited number of year groups will be on site at any given time during a partial lockdown. Authorisation for a pupil to attend will be required.
2. Priority places may be available for a limited number of pupils. Parents requiring their child to attend will need to provide evidence that a priority place is essential as well as authorisation from the school that a place is available.
3. During the recovery phase, additional school places will be offered to parents in line with the **Recovery Plan (Appendix B)**. The school will assume the maximum number of places are filled each day, even if the actual take-up is low.
4. The school site will be carefully demarcated for groups, including classrooms, shared areas and outside areas. Stairs will be labelled.
5. Pupils will be grouped by a senior manager as required.
6. Rooms will be ventilated as much as is possible throughout the day.
7. Water fountains will not be used.
8. Entrance/exits will be demarcated and monitored and access to/from the school site will be planned effectively.
9. Areas of the school will not be in use as required (e.g. if social distancing is not possible).
10. Large groups outside the school gate will be actively discouraged, including parents and pupils at the start/end of their school day.

4. Incidents that require an emergency response

In the case of an incident that requires an emergency response (e.g. fire), the Emergency Response Policy and protocols will override the requirements set out in this policy.

5. Situations that may affect the school

1. It is the responsibility of parents to notify the school immediately should a family member or person living in the same household as a pupil display any pandemic symptoms.
2. The school reserves the right to close and lockdown the school completely should a situation be considered a threat to pupils and staff and/or directly heighten the risk of the spread of contamination beyond the scope of the risk assessment.

6. The social and educational needs of pupils

1. The social and educational needs of pupils will be considered once the risk to personal safety has been assessed. Everyone is aware that the best place for pupils to be educated is in school but their safety must be considered for this to take place.
2. The mental health of pupils will be supported through teacher-led discussions/PSHE activities and through the Place2Be programme.
3. Welfare checks will be initiated at the start of a lockdown and completed by a senior manager. This will include contact through email, telephone and include schemes such as support via food vouchers, priority places and contact with external services.
4. Support will be offered to families such as Speech and Language, Occupational Therapy and advice from specialists such as the Autism Support Team.
5. Curriculum adjustments will be made in accordance with class requirements. Teachers will lead the adaptations for classes and individuals. Continuity will be maintained wherever possible.
6. Class and homework will be allocated and shared through the school's website.
7. Pupils with a Special Educational Need will be supported as agreed with the parent.
8. Pupils will be allocated a school place when the school is able to safely accommodate pupils and risk has been assessed and minimised as much as is possible.

APPENDIX B

Recovery plan

The recovery plan is what steps the school will take to return to its statutory function. Each recovery plan will be different and therefore will change accordingly.

RECOVERY PLAN FOR 2020 (Coronavirus)

1. All aspects of this policy will be enforced.
2. Pupils will be invited to attend school in the following priority order:

1.	PUPILS OF KEY WORKERS
2.	YEAR 6
3.	YEAR 1
4.	YEAR 5
5.	YEAR R
6.	YEAR 2
7.	YEAR 3
8.	YEAR 4
9.	NURSERY

3. The school's plan to increase numbers will be gradual and methodical and not all groups identified by the government will be back in school at any specific time.
4. Parents will be notified as soon as possible if their child is invited to return to school. Authorisation must be received before the pupil's return.
5. It is the responsibility of the **parent** to decide whether or not to send their child to school once the school has initiated a return. Parents need to decide the safest option for their child and consider all advice and local circumstances.
6. Key Worker places will be available up to a maximum of **30 pupils**. Parents will be asked to provide evidence that they have been instructed to report to their place of work as a Key Worker. Key Worker places may not be available every day or all day.
7. The kitchen will provide a "packed lunch" for the pupils attending if required. **Please note shopping vouchers will not be made available for pupils receiving a school lunch.**
8. Weekly reviews by the SLT will take place to agree future action and the Headteacher will discuss with governors.
9. The school will close for pupils at 12.30pm every Friday.
10. Government guidelines will be considered and addressed. Statutory duties will be upheld.

APPENDIX C

Coronavirus 2020

Frequently Asked Questions:

Do parents need to fill in a form before pupils come back to school after the closure?

Yes. Before pupils come back to school, a form must be filled in and returned to Jose by email to jose@riverside.southwark.sch.uk. Pupils cannot return to school unless the form has been received and you have been informed that a school place has been allocated by Jose.

Will there be staggered start and finish times for the school day?

Yes. Parents will receive a start time for their child/children and an entrance to the school that they must go to. If people are already at that entrance, parents must queue 2m apart. Parents will receive a time when they can collect their child/children or when those that walk home alone (Years 5 and 6 only) will be dismissed. If parents arrive to collect their child and there are already people at that entrance, parents must queue 2m apart. Only 1 parent is to accompany children to school to reduce the amount of people near school entrances. [School will be closed to pupils on Fridays at 12.30pm for planning and preparation.](#)

Can parents and pupils wait in the playground before the start of the day and to collect pupils?

No. A senior member of staff will be at each Riverside entrance ensuring the correct number of pupils are entering/ leaving the school site. Parents will hand over their child to the senior member of staff at the gate and pupils will be told where to go. When parents are collecting their child, parents must arrive at the designated entrance at the specified time and wait for the senior member of staff to escort them from the school site. Parents must queue 2m apart if there are people already at the entrance. If parents have agreed a different time of day for collection in advance, parents will be told which entrance to report to and how to contact staff. No parents will be allowed on site.

Will pupils be in the classroom they were in before the closure?

Pupils will be split into groups of no more than 15 pupils. They will be allocated a classroom that they will use for that week. Riverside cannot guarantee that it will be the classroom they were in before 23rd March 2020.

Will pupils have the same teacher and TA they had before the closure?

Pupils will be split into groups of no more than 15 pupils. Each group of pupils will have a teacher and a TA in their classroom. Riverside cannot guarantee it will be the same teacher or TA pupils were working with before 23rd March 2020. Teachers and TAs may change on different days or for part of the day.

Will pupils stay in their group for the rest of the Summer Term?

Pupils will be split into groups of no more than 15 pupils. The group of pupils will remain consistent during the day. Pupils will remain as a group for playtime, lunchtime and lesson time and will not be joined with another group for any activity.

Additions to the group may take place at the start of different days or the start of different weeks and then the children will remain as that same group throughout the day for playtime, lunchtime and lesson times and will not join another group for any activity.

What will pupils learn?

Pupils will be taught English and Maths each day. They will complete the work that has been assigned to them by the class teacher they had before the closure which is also the work on our website. Pupils will be taught some aspects of other school subjects such as Science, History and Geography. Riverside cannot guarantee that every subject will be taught as there will be severe limits on the equipment and resources that will be available to the staff and pupils.

Will pupils have P.E. lessons?

Pupils will be split into groups of no more than 15 pupils. P.E. activities will take place outside. Riverside cannot guarantee P.E. activities will take place each week. Members of staff will oversee movement from the classroom to the outdoor space. Pupils will be encouraged to bring their own bottles of water with them to the outdoor space; water fountains will not be in use.

What will the classrooms look like?

- Riverside will reduce the amount of seating available in the classrooms to encourage social distancing. Riverside cannot guarantee that all pupils in their group will adhere to social distancing at all times.
- Pupils will be given an individual school pack with essential equipment. Riverside cannot guarantee that all children will adhere to only using their individual equipment at all times. Pupils will wash their hands frequently.
- Only essential school equipment will be used during lessons. There will be severe restrictions on equipment and resources which will have an impact on the way lessons are delivered.
- Pupils will keep reading book(s) in their individual school pack. Pupils may bring a book from home to read during reading time and keep this book in their individual school pack.
- Pupils will be encouraged to bring their own bottle of water to have in the classroom. Jugs of water and paper cups will be available in classrooms.
- Handwashing facilities will be available in all classrooms.

How will playtimes and lunchtime be affected?

- Pupils will be split into groups of no more than 15 pupils. They will remain in these groups for playtimes. Each group will be given a specific time and specific playground to have their playtime.
- They will remain in these groups for lunchtime. Riverside will provide a meal for each pupil. Pupils can choose to bring their own packed lunches. Packed lunches must be nut free. Only one bottle of water or flavoured water should be included in packed lunches. Packed lunches can be taken to the classroom allocated to the child.
- Riverside will be providing a school meal that can be organised into a school packed lunch. Children will eat their lunch in their allocated classroom with their specific school group. Each group will be given a specific time and specific playground to have a play time during their lunch time.
- Children will be encouraged to use their own bottles of water during playtimes and lunchtimes; water fountains will not be in use.

Will there be a one way system operating within school?

Riverside will allocate the staircases to be up or down staircases. Members of staff will oversee the movement of pupils if they need to leave their allocated classroom and will limit the number of children using essential facilities such as toilets.

Will extra cleaning be taking place?

- Cleaning of classroom surfaces will take place regularly throughout the day by members of staff or by pupils where appropriate.
- Toilets, banisters, door handles and light switches will be cleaned regularly by cleaning staff.
- Hand washing will take place regularly by all members of staff and pupils.

What happens if it rains?

- Pupils will stay in their allocated classrooms during playtimes and lunchtimes as well as during lesson time. P.E. activities will not take place.
- When being dismissed, pupils will be brought to a place either inside the school building or under shelter in an outdoor space at their specified dismissal time. Senior members of staff will communicate to the class teacher when parents arrive at the gate and the senior member of staff at the gate will hand pupils over to the parent.
- Parents must still only arrive at the designated entrance at the specified time and queue 2m apart when bringing pupils to school or picking them up. Parents will not be allowed on the school site.

Do I have to send my child to school?

The government has announced that parents will not be penalised for not sending their child to school if the parent believes the safest option is for the child to remain at home. You may only bring your child to school if you have received notification that your child has a place.

Will the food voucher scheme continue?

If your child is receiving a school lunch, then food vouchers will stop for those days. While the national scheme is still in operation, vouchers will continue to be distributed from the national scheme and Riverside will continue to support those who are not eligible for the national scheme. As yet there has been no announcement regarding a closing date.

The term parent is being used throughout this document. Parent also refers to all carers and/or relatives who have the responsibility of bringing the children to school.

APPENDIX D

RISK ASSESSEMENT

REF: 010620

HAZARD	SPREAD OF COVID-19 CORONOVIRUS
AFFECTS	ALL PERSONNEL
ACTIONED	BY SENIOR LEADERSHIP TEAM UNLESS STATED
<i>In line with Southwark Risk Assessment Model</i>	

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Reduce mixing within education	One-way circulation, to keep groups apart as they move through the school	Signage in place	30.05.20	
	Staggered breaks to ensure that any corridors or circulation routes used have a limited number of pupils		01.06.20	
	Staggered lunch breaks	Pupils will clean their hands beforehand and enter in the groups they are already in, will be kept apart as much as possible. Pupils will bring their lunch to their classroom	01.06.20	
	Toilets to not become crowded by limiting the number of pupils who use the toilet facilities at one time	Additional staff to monitor in class and during breaks	01.06.20	
	Noting that some pupils will need additional support to follow measures	Personalised support to be available as required	30.05.20	Reviewed each day
Using outside space	For exercise and breaks	Designated times/areas for each group	01.06.20	
	For outdoor education, where possible, to limit transmission and more easily allow for distance between pupils/staff	Designated times/areas for each group	01.06.20	
	Outdoor equipment appropriately cleaned between groups of pupils using it and multiple groups do not use it simultaneously.	No shared equipment will be used. Fixed equipment to be cleaned after each use. Designated times/areas.	30.05.20	
Shared areas	Use halls, dining areas and internal areas at half capacity. If groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix, do not play games/sports together and adequate cleaning between groups in place.	Only used during wet weather. Designated areas/times. No sports activities internally. Staff room only used to access supplies in designated break times. Cleaning between groups to take place if used. No assemblies. Enhanced cleaning at end of each day.	01.06.20	

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Resources	Reduce use of shared resources. Limit amount of shared resources taken home. Prevent use of shared stationery. Shared materials and surfaces cleaned and disinfected more regularly. Practical lessons can go ahead if equipment cleaned.	Individual sealed packs for each pupil. No resources taken home that need to be returned. Practical lessons to use disposable resources. Surfaces to be cleaned by adult/pupil using them. Water fountains disconnected. Enhanced cleaning at end of each day.	30.05.20	
Transport	Encourage parents/pupils to walk or cycle to/from school. Government guidance on how to travel safely followed by all stakeholders. Transport arrangements cater for changes to starting/finishing times.	Parents using public transport to notify school; school to ask parents to consider risk. Staff aware of guidance. Transport arrangements considered when allocating start/finish times for adults and pupils.	30.05.20	
Communicating plans	Tell pupils, parents, visitors not to enter site if displaying symptoms of coronavirus	No entry to parents, visitors. No entry to unauthorised pupils. Suppliers kept to a minimum and only allowed access for essential repairs (e.g. Electrician)	30.05.20	
	Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Stated on pre-entry parent form	30.05.20	
	Tell parents and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Stated on pre-entry parent form	30.05.20	Reviewed each week
	Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Stated on pre-entry parent form	30.05.20	
	Engage parents and pupils in education resources such as e-bug and PHE schools resources	Details on website of resources available e.g. Place2Be	30.05.20	
	Ensure parents and pupils are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel	Details on website	30.05.20	
	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Individual, confidential discussion with every member of staff	30.05.20	Reviewed each week
	Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	As required	30.05.20	
	Discuss with cleaning staff the additional cleaning requirements	Shared responsibility during the day. Revised programme for cleaning staff.	30.05.20	Reviewed each week

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Timetables	Organise small class groups	Groups set	30.05.20	Reviewed each week
	Organise classrooms and other learning environments, maintaining space between seats and desks where possible	Chairs removed	30.05.20	Reviewed each week
	Decide which lessons or activities will be delivered	Lessons will follow online learning planned by teacher for all pupils.	30.05.20	
	Consider which lessons or classroom activities could take place outdoors	Only at designated times and at discretion of teacher leading group.	01.06.20	Reviewed each week
	Use the timetable/selection of classroom/other learning environment to reduce movement around the school or building	Timetable and areas set at given times.	01.06.20	Reviewed each week
	Stagger assembly groups	No assemblies.	01.06.20	
	Stagger break times (including lunch), so that all pupils are not moving around the school at the same time	Timetable set. Dining room not in use.	30.05.20	Reviewed each week
	Stagger drop-off and collection times	Parents will be informed of staggered times.	30.05.20	Reviewed each week
	Plan parents' drop-off and pick-up protocols that minimise adult to adult contact	Different entrances timetabled.	30.05.20	Reviewed each week
	Keep small groups of children together throughout the day and to avoid larger groups of children mixing	Groups will stay together and not mix during any time of the day.	30.05.20	Reviewed each week
	Play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Detailed above	30.05.20	Reviewed each week
	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Resources packed away within rooms where possible. Furniture switched to prevent use	30.05.20	
	Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	All removed	30.05.20	
	How children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible	Detailed above. No external trips or visiting workshops.	30.05.20	
	Keep cohorts together where possible and ensure that pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Ensure that wherever possible pupils use the same classroom or area throughout the day, with a thorough cleaning of the rooms at the end of the day. Consider seating students at the same desk each day if they attend on consecutive days	As above. Adults' timetables set. Designated areas set. Seats in classrooms assigned by teacher.	30.05.20	Reviewed each week

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Cleaning and hygiene	Follow the COVID-19: cleaning of non-healthcare settings guidance	COVID-19: cleaning of non-healthcare settings guidance	Click link	
	Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Sinks/sanitiser available for all.	30.05.20	
	Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	Enhanced cleaning programme in place. Toys/books not shared.	01.06.20	Reviewed each week
	Ensure that all adults frequently wash hands with soap and water for 20 seconds and dry	Facilities readily available	In place	Reviewed each week
	All personnel clean their hands on arrival at the setting, before and after eating, after sneezing or coughing and Are encouraged not to touch their mouth, eyes and nose	Facilities readily available. Pupils supported as required.	In place	
	Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure that bins for tissues are emptied throughout the day	Bins available and will be emptied regularly. Bin liners to be used. Pupils supported as required.	In place	
	Ensure that help is available for pupils who have trouble cleaning their hands independently and consider how to encourage pupils to learn and practise these habits through games, songs and repetition	Pupils supported as required	In place	
	All spaces to be well ventilated using natural ventilation (opening windows) and doors propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Adults to initiate.	30.05.20	
	Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed	Essential equipment purchased by Office.	As required	
	Remind staff and parents there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting	Information on website.	30.05.20	
Class sizes	Classes should be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a TA). TAs can be allocated to lead a group, working under the direction of a teacher. Priority placed pupils in other year groups also to be split into small groups of no more than 15. Desks spaced as far apart as possible.	Timetable in place.	30.05.20	Reviewed each week
	Each setting's circumstances will be slightly different.	Timetable/designated areas in place.	30.05.20	Reviewed each week

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Suspected cases	Anyone who becomes unwell with a new, continuous cough or a high temperature must be sent home and follow Covid-19 guidance.	The COVID-19: guidance for households with possible coronavirus infection guidance.	In place	School will automatically lockdown TO ALL until a test has been completed and verified and then for a further period if required, depending on the result of the test.
	If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Pupil to be escorted to a senior manager immediately.	In place	
	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.	Responsibility of a senior manager	In place	
	PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	Responsibility of a senior manager	In place	
	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	Responsibility of a senior manager	In place	
	Leadership	Develop a plan to mitigate employee fears and concerns	Individual discussion with staff	30.05.20
Communicate frequently to make employees aware of the changes designed to keep everyone safe and healthy		Planned reviews. Policy.	30.05.20	Reviewed each week
Identify which classes will be returning to school and which staff will be coming back to school in schools that are partially open		Planned reviews. Notices on website and letters/emails/calls to parents. Policy	30.05.20	Reviewed each week
Identify whether home working may be an option for individual staff		Individual discussion with staff prior to return to work.	30.05.20	Reviewed each week
Carry out a generic risk assessment of the premises for staff/pupils returning		Part of usual practice + this document.	In place	Reviewed each week
Carry out an individual risk assessment for staff based on their own individual needs and circumstances		Part of usual practice + this document.	In place	Reviewed each week
Maintain appropriate records of all risk assessments and records of relevant inspection, testing and maintenance for the premises and equipment.		Part of usual practice + this document.	In place	Reviewed each week
Carry out an Equalities Impact Assessment of controls and measures applied to ensure that no group within your school community is disadvantaged		Part of usual practice	In place	Reviewed each week

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
Shielding staff and pupils	Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.	<u>Clinically extremely vulnerable individuals are advised not to work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</u> Individual discussion with staff take place prior to return to work.	In place	
	Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. Education settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles , staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.	Individual discussion with staff prior to return to work. Advice as above.	In place	
	If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting.	Advice as above.	In place	
	If a pupil 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 setting if stringent social distancing can be adhered to and, in the case of pupils, 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.	Discussed with parents prior to returning to school. If stringent social distancing cannot be adhered to by a pupil, we do not expect those pupils to attend. They will be supported to learn or work at home.	30.05.20	Reviewed each week

HAZARD	CONTROLS	ADDITIONAL CONTROLS	ACTIONED	REVIEW
SEND	Carry out/review a risk assessment for each pupils with an EHCP in line with LA requirement to consider the need. A risk assessment for a pupil will need to balance a number of different risks, including the potential health risks to the individual from coronavirus, bearing in mind any underlying health conditions, the risk to the individual if some or all elements of their EHCP cannot be delivered for the time being and the risk if they cannot be delivered in the normal manner or in the usual setting and the opportunities to meet needs in a different way temporarily, for example, in the home or online the ability of the individual's parents or carers or home to ensure their health and care needs can be met safely week-round or for multiple weeks, bearing in mind the family's access to respite, the potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered and the risk to others should safety measures not be able to be adhered to considering the nature of the pupil's needs.	Individual assessment of needs as required and before return to school.	In place	Reviewed each week
		Assessment to consider whether or not school is the safest option for the pupil and the staff/pupils of the school.	30.05.20	Reviewed each week
	Safeguarding risks for pupils with a social worker if not in school and the need to support care placements for looked-after children and any other out-of-school/college risk or vulnerability, for example, a child becoming involved in dangerous behaviour or situations (including the risk of exploitation)	Vulnerable children guidance for further information on school attendance for children with a social worker Priority places offered.	30.05.20	Reviewed each week
Curriculum	Curriculum adjustments to account for pupils returning after a long absence the mixture of pupils returning and those that have been in school; The experiences of pupils during the lockdown; prolonged confinement, bereavement, lack of social interactions and peer group; anxieties about returning to school	PSHE lessons. Curriculum to follow online learning. Place2Be programme. Individual support as required.	30.05.20	Reviewed each week
	Arrangements for baselining pupils/ AFL and the identification of any gaps in pupil's learning since their last assessment in the school.	March assessments and end of year reports form baselines for all pupils. Current levels to be assessed in September (if whole school return).	In place	
	Match between the skills, abilities and experience of staff and the curriculum for each teaching group	All staff capable of teaching multiple year groups and online learning forms planning support.	In place	
	How do you map teaching; in school, online learning, work materials for the home and family activities to deliver equality of access to the curriculum for all pupils	Curriculum to follow online learning in order to maximise equality of access for pupils and minimise pressure on staff.	30.05.20	Reviewed each week