

V2 - COVID-19: Operational Risk Assessment for (full) School Reopening in Sept 2020

SCHOOL NAME:

| Member of Staff and Job Title: | Date of Assessment: | Date of Review: | Covered by this assessment: |
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| Steve Carroll – Headteacher Sandra Chaaya - Headteacher | July 10 th 2020 | September 3 rd 2020 September 15 th 2020 November 2 nd 2020 5 th January 2021 | Staff, pupils, parents, visitors, volunteers, contractors |

Purpose of this document: This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Other Related Documents:

| Relevant Existing Policies | Local Authority/Trust documents | Recent Government Guidance: |
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| Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Risk Assessment for school phased re-opening Staff handbook | Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020) Department of Education | https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings updated 8th September, 26 th November 2020, 30 th November, 31 st December https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/9050510/School_national_restrictions_guidance.pdf https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021 https://drive.google.com/drive/folders/1jYv0MjFyI1bzgPn_1S10OuRgfrj_b5_P Mental Capacity Act 2005 and deprivation of liberty safeguards (DoLS) during the coronavirus (COVID-19) |

Risk matrix

| Impact risk rating: | Probability risk rating: | Overall risk rating: |
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| 5. Catastrophic | 5. Almost certain to happen | 16 or more - red |
| 4. Major – e.g. likely to result in school closure | 4. Likely | 12 to 15 - amber |
| 3. Moderate – e.g. likely to result in one or more classes having to close | 3. Possible | 9 to 11 – amber |
| 2. Minor | 2. Unlikely | Below 9 – green |
| 1. Negligible | 1. Negligible | Below 9 – green |

| Specific Concern/ Risk | Impact score (a) | Probability score (b) | Current Risk Rating (a) x (b) | Control Measures | In Place (Y/N) | Implications for opening the school and further action proposed | Risk rating following controls (1-25) |
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| A. Staffing Resources | | | | | | | |
| 1. Risk that there are Insufficient staff to support all the pupils to be in school | 3 | 2 | 6 | <ul style="list-style-type: none"> Audit staff availability Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate (see guidance distributed previously) | Yes | In place | Green |
| | 3 | 2 | 6 | | Yes | All staff have been Risk Assessed – most are GREEN and some are AMBER . Two are RED and will not come to school. | Green |
| | 3 | 2 | 6 | | From 5 th November, 3 additional staff will be self-isolating as they are classed as CEV, and 1 as they are CV and living with CEV family member. Only one of these 6 staff can work from home, the remainder have a support staff role. They will therefore be unable to come into school or complete online tasks but they will receive full pay. | | |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | | From 4 th January 2021, all staff who are CEV continue to self-isolate. | | |

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| | 3 | 2 | 6 | | | <p>Staff who are CV or care for someone who is CV will have the option to work from home – 7 CEV (including 1 pregnant staff) + 3 caring for CV. In addition, 2 pregnant staff will also remain at home = 12 staff</p> <p>5/01 - A significant number of staff are isolating due to testing positive for COVID or being contacts of a positive case – this will result in smaller class sizes</p> | |
| | | | | <ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises. | Yes | <p>The majority of students returned in September except those classed as CEV or CV whose family opted to access via remote learning (12 + 1 during the 2nd lockdown). There are enough staff to cater safely for students. From 5th November, as there is reduced capacity of staff over lunchtime, and some staff have been isolating when deemed contacts or with younger children at home deemed contact, a daily RA takes place – parents were informed that in the event of insufficient staffing, classes may be closed temporarily.</p> | Green |

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| | | | | | | <p>From 4th January, the school will be open for remote learning for all children opting to remain at home and for face to face teaching on the school site for children of key workers of vulnerable children who are safest at school (those with a SW, on a CIN/CP plan or FSM – all RAs updated to inform, a total of 16 students initially (due to increase to 20 once self isolation period ends for additional students) who will be attending on a rota to ensure staffing levels can be maintained safely, reviewed weekly, with a view to increase capacity where possible, staff ratio allowing.</p> | Amber |
| | | | | <ul style="list-style-type: none"> • Ensure flexible and responsive use of teaching assistants | Yes | See above | Green |
| | | | | <ul style="list-style-type: none"> • Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible | Yes | <p>See above – all of our staff are SEN specialists Staff only support in their allocated bubbles. PPE available for all. Bubbles further reduced to classes only.</p> | Green |
| | | | | <ul style="list-style-type: none"> • Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace | Yes | <p>See our 'V7 Returning to school handbook' Onsite rapid-tests will commence on 11th January and will be</p> | Green |

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| | | | | | | available to all staff on a weekly basis. | |
| | | | | <ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home) | Yes | In place Additional rotas in place to ensure staff ratio onsite sufficient and adequate provisions to ensure staff can deliver online remote provisions. | Green |
| 2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning. | 3 | 2 | 6 | <ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. | Yes | Individual Risk Assessments will be reviewed & have been updated in September and again on 2 nd November RAs for staff updated on 5 th January 2021 – pregnant staff redeployed to work from home, CEV staff redeployed to work from home. Carers/spouses/parents for CEV family members/children given the option to work from home where possible if requested. Medical confirmation will be required. | Green |
| | 3 | 2 | 6 | | | | Green |
| | 3 | 2 | 6 | | | | Green |
| | 3 | 2 | 6 | | | | Green |
| | 3 | 2 | 6 | | | | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Full use is made of all qualified teachers. | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. | Yes | In place | Green |
| | | | <ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace | Yes | In place Onsite rapid-tests will commence on 11 th January and will be | Green | |

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| | | | | | | available to all staff on a weekly basis. | |
| | | | | <ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. | Yes | <p>In place</p> <p>From 11th January the school will be open remotely for all students and for face to face learning at school for children of critical workers and our most vulnerable students. This was done in consultation with SEN teams, social workers, health professionals, senior leaders, teachers and school Governors. RAs were reviewed for all students attending school to ensure that any transmission/infection risks are minimised.</p> | Green |
| | | | | <ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, -. | Yes | <p>Everyone at Mapledown has SEND – see above for rationale to prioritise attendance onsite from 5th January 2021</p> | Green |
| 3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees. | 3 | 2 | 6 | <ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. | Yes | <p>We will limit visitors to site to the minimum – we will not use Agency Staff</p> | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Ensure visiting staff are aware of and adhere to distancing and hygiene measure and minimise contact to only pupils who need to be taught. | Yes | <p>See 'V7 Returning to school handbook'</p> <p>Any staff attending from January 2021 will be offered rapid tests. Visitors kept to a minimum and</p> | Green |

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| | | | | | | completing Track and Trace visitors' questionnaire for each visit, wear PPE, sanitise. | |
| | 0 | 0 | 0 | <ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. | N/A | We will not have any ITT trainees | N/A |
| | 0 | 0 | 0 | <ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. | N/A | See above | N/A |
| 4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff. | 4 | 3 | | <ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible | Yes | See our 'V7 Returning to school handbook'. Staff rated as 'High Risk' and CEV will not be in school. January 2021 Staff who have CEV members of family offered home working until February half term where possible if requested. Medical confirmation will be required. | Amber |
| 5. Risk of not covering essential functions (first-aid, DSL, SENCo). | 3 | 1 | 3 | <ul style="list-style-type: none"> Provide cover for the role from within available staffing | Yes | In place Fire warden onsite at all times | Green |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA | N/A | | |
| | | | | <ul style="list-style-type: none"> Ensure First Aid certificates are up to date (previously extended for 3 months) | Yes | Training updates took place in July | Green |
| | | | | <ul style="list-style-type: none"> Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals. | | In place – PPE available at all times. | Green |
| | | | | <ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) | N/A | | |

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| 6. Risks to health and safety because staff are not trained in new procedures. | 3 | 2 | 6 | <ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. | Yes | <p>See 'V7 Returning to school handbook'. Induction took place on Sept 2nd</p> <p>January 2021: Health and safety update given with reminders of hygiene practices, "doining/doffing" PPE, etc</p> | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management | Yes | <p>See our 'V7 Returning to school handbook'. Induction took place on Sept 2nd</p> <p>January 2021: Health and safety update given with reminders of hygiene practices, "doining/doffing" PPE, etc</p> | Green |
| 7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them. | 4 | 1 | 4 | <ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, and they must not be employed in any role where high-risk activities may be carried out, for example personal care. | Yes | <p>See our 'V7 Returning to school handbook'. Induction on Sept 2nd</p> <p>All staff have been Risk Assessed. Enhanced PPE available at all times. Children who require suctioning have not returned (parental choice), but following the new DfE guidance issued in November, updated RA, fit tested masks, gowns and screens will be available when the students return.</p> <p>RAs updated on 5th January 2021. Staff who have CEV members of</p> | Green |
| | 4 | 1 | 4 | | | | |
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| | 4 | 1 | 4 | | | family offered home working until February half term <u>where possible if requested.</u> Medical confirmation will be required. Enhanced PPE for staff working in LZ3 (fit tested masks, disposable gowns) | Green |
| | | | | <ul style="list-style-type: none"> All members of staff with underlying health issues have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated | Yes | All staff have been Risk Assessed RAs updated on 5 th January 2021 | Green |
| | | | | <ul style="list-style-type: none"> Members of staff who are classed as clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice | Yes | All staff have been Risk Assessed All RAs updated in November 2020 and 4 staff not attending school as a result. (lunchtime + ICT support) RAs updated on 5 th January 2021. 12 staff working from home until February half term. | Green |
| | | | | <ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable | Yes | All staff have been Risk Assessed Pupil Risk Assessments have been shared Teachers and parents co-produced the RAs for students returning to school. | Green |

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| | | | | <ul style="list-style-type: none"> Current government guidance is being applied. | Yes | Reflected in our 'V7 Returning to school handbook' and RAs – staff who are vulnerable are not coming back onsite | Green |
| B. Teaching Spaces, the Learning and School Environment | | | | | | | |
| 8. Risk of transmission within the school building (this includes breakfast club and after school activities) | 3 | 4 | 12 | <ul style="list-style-type: none"> Audit accommodation and the full range of curriculum needs in order to establish if class groups (30 children) are a feasible bubble size or if year group sized bubbles will need to be implemented. <p>For Secondary:</p> <ul style="list-style-type: none"> Audit accommodation in order to establish how many class groups and or year groups (no size restrictions) can be accommodated. | Yes | <p>We can operate in bubbles of up to nine pupils with five staff x 3 or 4 classes, and limit movement around the school. Staff have been issued with PPE and induction on 2nd September ensured all staff were confident with the new working practices ('V7 Returning to school handbook')</p> <p>January 2021: in view of the latest COVID strain and the lockdown, with confirmation that schools must close except for vulnerable children, RAs for those children were reviewed, a maximum of 3 to 4 students per class only (+ 3 adults) to maintain safer distancing where possible. Where students produce excessive secretions (including spitting, regular reflux/vomiting, the RAs have been updated and students educated in separate space to keep peers,</p> | Amber |
| | 3 | 4 | 12 | | | | |
| | 3 | 4 | 12 | | | | |
| | 3 | 3 | 9 | | | | |

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| | | | | | | who cannot wear PPE, safe. | |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> Take account of the unique needs of individual pupils, including those with SEN and the youngest children in the school. Pupils who have complex needs or who need close contact care: Their educational and care support should be provided as normal. | Yes | Mapledown is already set up to cater for pupils with complex SEND and our 'V7 Returning to school handbook' details how we can work as safely as possible | Amber |
| | 3 | 3 | 9 | | | Enhanced hygiene and PPE | |
| | 3 | 4 | 12 | <ul style="list-style-type: none"> Classes remodelled to allow for adults to maintain a distance (ideally 2 metres) from each other and ideally from children. <p>For Secondary</p> <ul style="list-style-type: none"> Classes/spaces remodelled to allow for adults to maintain a distance (ideally 2 metres) from pupils and other adults. | Yes | Hardly any of our pupils can understand or operate physical distancing. Staff operate in a bubble model, including for all breaks and transition and wear PPE most times within bubbles but always when they exit their bubble. | Amber |
| | | | | <ul style="list-style-type: none"> Reducing the amount of face to face interactions by arranging desks front facing, where age appropriate. | N/A | | Amber |
| | | | | <ul style="list-style-type: none"> Protocols around reduction of contacts and maximising distance shared with pupils. These should be carefully demonstrated for pupils with SEND, checking that the pupil has understood reduction of contacts and maximising distance. Where a pupil does not understand maximising distance or for those who need close contact care, education and care support should be provided as normal. | Yes | Mapledown is already set up to cater for pupils with complex SEND and our 'V7 Returning to school handbook' details how we can work | Green |
| | | | | | | January 2021 – smaller class sizes, PPE for staff at all times. | |

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| | | | | <ul style="list-style-type: none"> • Clear signage displayed in classrooms promoting reduction of contacts and maximising distance | Yes | In place – but students cannot understand social distancing | Amber |
| | | | | <ul style="list-style-type: none"> • Children stay with their own teacher/teaching assistant and where possible do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN and younger children who are unable to adhere to reduction of contacts and maximising distance <p>For Secondary</p> <ul style="list-style-type: none"> • Pupils remain, subject allowing, in their designated learning space. | Yes | <p>Mapledown is already set up to cater for pupils with complex SEND and our 'V7 Returning to school handbook' details how we can work</p> <p>January 2021: Classes are bubbles- students remain with the same peers and staff each day, and do not mix with any other classes. Enhanced cleaning for outdoor shared equipment.</p> | Amber |
| | | | | <ul style="list-style-type: none"> • Where younger children are unable to reduce contact and maximise distance adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. <p>For Secondary</p> <ul style="list-style-type: none"> • All staff should avoid face to face contact with pupils where possible. Clearly this may not be possible in certain situations e.g. supporting a child with SEN so implementing the appropriate System of Controls is extremely important. | Yes | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> • If it is not possible to maintain the bubbles being used during the school day then schools should use small, consistent groups | N/A | <p>Bubbles are set and all areas of the school have been allocated to bubbles to avoid cross-contamination. Enhanced hygiene and cleaning takes place throughout the day.</p> <p>January 2021: Classes are bubbles- students remain with the same peers and staff each day, and do not mix with any other classes. Enhanced cleaning for outdoor shared equipment.</p> | Amber |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> • As with physical activity during the school day, contact sports should not take place. | | | |

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| 9. Risk of transmission in large spaces used as classrooms/ teaching spaces | 3 | 2 | 6 | <ul style="list-style-type: none"> Limits are set for large spaces e.g. dining hall, school hall, sports hall to facilitate the reduction of contacts and maximise distance, minimising face to face contact <p>For Secondary</p> <ul style="list-style-type: none"> Class/year group 'bubbles' must not have contact with each other, this includes breaks, lunchtime. Pupils should be encouraged to practice reduction of contacts and maximising distance at all times. | Yes | Arrangements in place – the Dining Hall will not be used | Green |
| | 4 | 1 | 4 | <ul style="list-style-type: none"> Large gatherings of more than one bubble should be avoided | | There will be no large gatherings – e.g. Assemblies. All assemblies and gathering requiring cross-bubble work is done remotely. | Green |
| | 3 | 2 | 6 | | | | |
| | | | | <ul style="list-style-type: none"> Timetable design and layout arrangements in place to allow for the reduction of contacts and maximising distance whilst also keeping groups/bubbles apart. | Yes | In place | Green |
| 10. Risks of transmission during use of the outdoor learning environment for young children | 3 | 3 | 9 | <ul style="list-style-type: none"> Leadership are realistic about the difficulties of reducing contacts and maximising distance for young children in outside spaces | Yes | In place – our children are 11+ but due to their learning difficulties need support to manage the COVID safe rules. All outdoor spaces have been allocated to distinct bubbles and shared outdoor areas timetabled so that they can be cleaned before the next use. | Amber |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside | Yes | In place | Green |
| 3 | 2 | 6 | <ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children | Yes | In place | Green | |

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| | 3 | 2 | 6 | <ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances if shared between bubbles. | Yes | New cleaning routines in place | Green |
| <ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam | | | | Yes | In place | Green | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Games and activities which allow children's heart rate to raise and avoid the sharing of equipment are available | Yes | In place | Green |
| For Secondary | | | | Yes | In place | Green | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Outside spaces are used by one bubble at a time or space is divided with clear demarcations. Limit interaction, sharing of rooms and social spaces between groups as much as possible. | | | Green |
| | | | | | | <ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between bubbles are in place | Yes |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily | Yes | In place | Green |
| <ul style="list-style-type: none"> Bike and wheeled toy play: arrange for bikes to be wiped down by an adult, between use by the children | | | | Yes | In place | Green | |
| For Secondary | | | | | | <ul style="list-style-type: none"> Only equipment that can be washed easily can be used. | |
| | | | | <ul style="list-style-type: none"> Consider the removal or covering of areas which are difficult to clean such as malleable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them | Yes | In place No balls in soft play room | Green |

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| 11. Risk of staff having to move between groups | 2 | 3 | 6 | <ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, keeping an ideal distance of 2 metres from pupils and staff where possible. | Yes | <p>Movement between bubbles will be kept to a minimum under our new Working Practices Documents. PPA and peripatetic teachers who will move across bubble will be “hands off” with pupils, keep distances and wear full PPE at all times.</p> <p>January 2021 – no movement between bubbles, PPA teachers assigned to class of LZ lead, and supporting remote learning for remainder of their timetable</p> | Green |
| 12. Risks of transmission due to movement around the school. | 3 | 2 | 6 | <ul style="list-style-type: none"> Arrange for corridors to be one-way where possible | Yes | In place | Green |
| | 2 | 3 | 6 | <ul style="list-style-type: none"> Clear signage and markers for the youngest children | Yes | In place | Green |
| | 3 | 3 | 9 | <ul style="list-style-type: none"> Corridors are divided where feasible | Yes | Many corridors cannot be made one way | Amber |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible | Yes | See ‘V7 Returning to school handbook’ | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Movement of pupils and staff around the school is minimised | Yes | In place | Green |
| | 3 | 3 | 6 | <ul style="list-style-type: none"> Pupils are reminded regularly of protocols for reduction of contacts and maximising distance | Yes | In place | Green |
| | 3 | 3 | 6 | <ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance | Yes | In place | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Start and departure times are staggered where possible | Yes | All staff wear PPE when collecting children from buses/parents, with 2 | Green /Amber |

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| entrances and exits at the start and end of the school day. | 3 | 2 | 6 | | | staff per class group only. | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Stagger time for SEN Transport drop offs and pick ups | Yes | However - SEN Transport will not be organised in line with our 'bubbles' | Green /Amber |
| | | | | <ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department | N/A | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom | Yes | In place – 2 staff per team collect from buses, all wear visors/masks, wipes and paper bag are brought to wipe down wheelchairs on arrivals and all students supported to wash hands/sanitise on arrival into class. | Green |
| | 3 | 2 | 6 | | | | |
| | | | | <ul style="list-style-type: none"> Unless essential, do not allow parent/carers to enter the buildings to drop off or collect children. If parents do need to enter the building ensure they have an understanding of the procedures in order to keep everyone safe. Do not allow gathering at the school gates to talk to other parents. | Yes | Arrangements in place – parents arrive on site with masks, handover outdoors | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible | Yes | | Green |
| | | | | <ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance | Yes | In place | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing | N/A | | |

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| | | | | <ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Floor markings visible to all to avoid queuing | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving | N/A | | |
| | | | | <ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage | N/A | | |
| | | | | <ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space | N/A | | |
| 14. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing. | 3 | 2 | 6 | <ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. | N/A | | Green |
| | | | | <ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park. | Yes | In place, set up in September, working well with parents waiting in their cars until staff collect their child. | |
| | | | | <ul style="list-style-type: none"> Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. | N/A | | |
| | | | | <ul style="list-style-type: none"> Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. | N/A | | |
| | | | | <ul style="list-style-type: none"> Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc. | N/A | | |

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| | | | | <ul style="list-style-type: none"> • Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. | N/A | | |
| 15. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes | 3 | 2 | 6 | <ul style="list-style-type: none"> • Break and lunch times are staggered | Yes | Arrangements in place. Three sittings, one per bubble, all students eating in class, food collected on a rota to limit gathering | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> • Outside spaces are used by one bubble at a time | Yes | In place – allocated to bubbles and cleaning after each bubble use | Green |
| | | | | <ul style="list-style-type: none"> • Pupils are reminded about the protocols of reduction of contacts and maximising distance before every break time | N/A | | |
| | | | | <ul style="list-style-type: none"> • Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. | Yes | Enhanced rotas | Green |
| 16. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes | 3 | 2 | 6 | <ul style="list-style-type: none"> • Pupils are reminded about the protocols of the reduction of contacts and maximising distance before every lunchtime | N/A | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> • Pupils wash their hands before and after visiting the bathroom, eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> • Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. Where possible children will be front facing and facing the same direction i.e. not face to face. | N/A | Pupils will be served lunch in their classrooms, staggered collection of the meals, 1 sitting/time per bubble | Green |
| | | | | <ul style="list-style-type: none"> • Floor markings are clear to avoid queues | N/A | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> • Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces | Yes | 'V7 Returning to school handbook' Pupils will be served lunch in their | Green |

| | | | | | | | |
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| | 3 | 2 | 6 | | | classrooms, staggered collection of the meals, 1 sitting/time per bubble | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food | Yes | In Place | Green |
| | | | | <ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime | Yes | In place | Green |
| 17. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines | 3 | 2 | 6 | <ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for the reduction of contacts and maximising distance | Yes | See 'V7 Returning to school handbook' Posters also in place and induction took place on 2 nd September. Three separate areas for each bubble with cleaning after each use. | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Staff have been briefed on the use of these rooms | Yes | Induction and 'V7 Returning to school handbook' and reminders in weekly briefings as required | Green |
| | | | | | | | |
| 18. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures | 3 | 2 | 6 | <ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms | Yes | Induction and 'V7 Returning to school handbook' – staff needing support from the nurse will wear PPE when attending. The nursing team will see the students in their class, wearing full PPE | Green |
| | | | | <ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged | Yes | Induction and 'V7 Returning to school handbook' – the music room has been allocated as it is well ventilated | Green |
| | | | | <ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms | Yes | Induction and 'V7 Returning to school handbook' | Green |

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| | | | | <ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas | Yes | Induction and 'V7 Returning to school handbook' | Green |
| 19. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines | 3 | 2 | 6 | <ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. | Yes | In place – new home/school agreement sent to parents and returned to school. Follow up letters, texts and website reminders Follow up letters, texts and website reminders | Green |
| | | | | <ul style="list-style-type: none"> The maximising distance floor markings are clearly in place | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Reduction of contacts and maximising distance protocols and guidance are clearly displayed to protect those staff on reception duty | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Non-essential visitors to school and deliveries are minimised | Yes | In place – no meetings take place onsite, all virtual, and majority of deliveries and work take place before or after school. All essential visitors complete a "Visitors' questionnaire". A new "Visitors policy during COVID" has been written, and is shared as appropriate. | Green |
| | | | | <ul style="list-style-type: none"> Arrangements are in place for visitors to stay apart | Yes | In place | Green |
| C. Hygiene and protective controls | | | | | | | |
| 20. Risk that reducing contacts and maximising distancing between those in school is difficult or | 3 3 | 2 2 | 6 6 | <ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices | Yes | Induction and 'V7 Returning to school handbook' | Green |
| | | | | <ul style="list-style-type: none"> Regular cleaning | Yes | 'V7 Returning to school handbook' | |

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| impossible to maintain, leading to a risk of transmission. | | | | <ul style="list-style-type: none"> Minimise contact and mixing (see above) | Yes | 'V7 Returning to school handbook' | |
| | | | | <ul style="list-style-type: none"> See sections above re start and end of day arrangements, playtimes and break times | Yes | 'V7 Returning to school handbook' | |
| 21. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear. | 3 | 3 | 6 | <ul style="list-style-type: none"> Testing of staff or pupils –, Ensure the staff/parents/pupils know the process to get tested. | Yes | 'V7 Returning to school handbook' 10 tests have been made available to staff and pupils should they not be able to book a local test. Further tests are ordered on a 3 week cycle and made available to staff and students when symptoms appear. Local testing centres detailed shared with all parents and staff, including the local rapid test centres due to open week beginning 11 th January 2021 in Barnet. Rapid tests offered in school for all staff. Rapid tests not appropriate for majority of students as they cannot give informed consent, intrusive, students are unlikely to be compliant. Any student with symptoms will have to isolate unless they can undertake a test (PCR home testing kit will be given to parents) | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 3 | 9 | | | | |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | | | | |
| | | | | <ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus | Yes | 'V7 Returning to school handbook' | Green |

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| | | | | <p>(COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home</p> | | Home-school agreement detailing arrangements was sent to all parents on 1 st September | Green |
| | | | | <ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols | Yes | 'V7 Returning to school handbook'- isolation room available, with PPE, enhanced cleaning after use. | Green |
| | | | | <ul style="list-style-type: none"> PPE on hand. | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Active engagement with NHS Test and Trace | Yes | 'V7 Returning to school handbook' Visitors questionnaire Communication with DfE, PHE and Barnet Public health after a positive is confirmed of when a student is exhibiting symptoms but cannot take a test. | Green |
| 22. Risk of the virus spreading via surfaces in the school unless there is regular cleaning | 4 | 2 | 8 | <ul style="list-style-type: none"> Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment. | Yes | 'V7 Returning to school handbook' Equipment is allocated to classes and bubbles and cleaned after use. Children will not share equipment in class. | Green |
| | 4 | 2 | 8 | | | | |
| | 3 | 2 | 6 | <p>Establish arrangements for all frequently touched surfaces and equipment e.g.</p> <ul style="list-style-type: none"> door handles handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by pupils with SEN | Yes | 'V7 Returning to school handbook' Staff "clean as they go" as a new working practice | Green |

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| | 3 | 2 | 6 | <ul style="list-style-type: none"> When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. | Yes | 'V7 Returning to school handbook' Bleach is used after suspected cases by the cleaners, after school hours as an additional measure | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. | Yes | 'V7 Returning to school handbook' | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom. | Yes | 'V7 Returning to school handbook' staff reminded at H&S briefing January 2021 | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books | Yes | 'V7 Returning to school handbook' staff reminded at H&S briefing January 2021 | Green |
| | | | | <ul style="list-style-type: none"> Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. | Yes | 'V7 Returning to school handbook' staff reminded at H&S briefing January 2021 | Green |
| | | | | <ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Ensure parent/carers are aware of this | Yes | 'V7 Returning to school handbook' Parents informed via home/school agreement and letter | Green |
| 23. Risk of virus spreading because the school has insufficient materials and equipment | 4 | 2 | 8 | <ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms | Yes | In place – “hand washing” video shown at induction on 2 nd September, staff reminded at H&S briefing January 2021 | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations | Yes | In place | Green |

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| | 3 3 | 2 2 | 6 6 | <ul style="list-style-type: none"> Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Bins to be double bagged and emptied | Yes | In place | Green |
| | | | | <ul style="list-style-type: none"> Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom | Yes | In place | Green |
| 24. Provision and use of PPE for staff where required is not in line with government guidelines | 3 | 1 | 3 | <ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. | Yes | 'V7 Returning to school handbook' Additional PPE procured such as fit tested masks here needed and disposable gowns/sleeves. | Green |
| | 2 | 2 | 4 | | | | |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely | Yes | 'V7 Returning to school handbook' + Induction + 'Donning & Doffing Video' staff reminded at H&S briefing January 2021 | Green |
| | | | | <ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing | Yes | 'V7 Returning to school handbook' | Green |
| 25. Pupils forget to wash their hands regularly and frequently | 3 | 3 | 9 | | Yes | 'V7 Returning to school handbook' + Induction. Our students require support to wash their hands regularly. | AMBER |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. | | | |
| | 2 | 2 | 4 | <ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class. | Yes | In place + 'V7 Returning to school handbook' + Induction | Green |
| | | | | <ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. | Yes | In place | Green |
| 26. Pupils' behaviour on return to school does not comply with | 3 | 3 | 9 | <ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for reducing contacts and maximising distance is reinforced throughout | Yes | 'V7 Returning to school handbook' | AMBER |

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| reduction of contacts and maximising distance guidance | | | | the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling. | | Staff will communicate with all pupils in a way that has meaning for pupils | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Staff model reducing contacts and maximising distance consistently. | Yes | Staff adhere to bubbles and meet virtually | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The movement of pupils around the school is minimised. | Yes | See 'bubbles' and one way system | Green |
| | 3 | 1 | 1 | <ul style="list-style-type: none"> Large gatherings are avoided inc assemblies | Yes | No assemblies / all virtually via ZOOM | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Break times and lunch times are structured to support the reduction of contacts and maximising distance and are closely supervised | Yes | Lunches in classrooms | Green |
| | | | | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of reduction of contacts and maximising distance measures and arrangements are reviewed. | Yes | In place + 'V7 Returning to school handbook' + Induction | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Messages to parents reinforce the importance of reduction of contacts and maximising distance | Yes | In place | Green |
| | | | | | | | |
| | 3 | 2 | 6 | Arrangements for pupils with SEN have been agreed and staff are clear on expectations. | Yes | In place + 'V7 Returning to school handbook' + Induction All our students have SEND | Green |
| D. Premises and Buildings | | | | | | | |
| 27. Risk that regular enhanced cleaning capacity is at a reduced level so that | 4 | 2 | 8 | <ul style="list-style-type: none"> A plan for cleaning staff on return to school (including any deep cleans) is agreed prior to opening. | Yes | Done See 'V7 Returning to school handbook' | Green |

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| any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required | 4 | 2 | 8 | <ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets | Yes | 'V7 Returning to school handbook' In place | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Working hours for cleaning staff are increased | Yes | In place | Green |
| 28. The use of fabric chairs may increase the risk of the virus spreading | 3 | 2 | 6 | <ul style="list-style-type: none"> Take fabric chairs out of use where possible. | Yes | Minimal number of chairs, distanced. Posters around to remind staff to sanitise and wash hands upon entering rooms such as staffroom. Use of facemasks compulsory | Green |
| | | | | <ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. | | In place | Green |
| 29. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures | 3 | 2 | 6 | <ul style="list-style-type: none"> Follow DfE guidelines for number of pupils per toilet | Yes | 'V7 Returning to school handbook' Separate bathrooms allocated to each bubble for students, one person at a time. | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Queuing for toilets and hand washing have been established and are monitored. | Yes | 'V7 Returning to school handbook' Facemasks compulsory in toilets | Green |

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| | 3 | 2 | 6 | <ul style="list-style-type: none"> Floor markings are in place to enable reduction of contacts and maximising distance. | Yes | 'V7 Returning to school handbook' | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. | Yes | 'V7 Returning to school handbook' – staff support all students' personal care | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. | Yes | 'V7 Returning to school handbook' – staff support all students' personal care | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The toilets are cleaned frequently as laid out in the enhanced cleaning schedule | Yes | 'V7 Returning to school handbook' | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels | Yes | 'V7 Returning to school handbook' and induction. Staff instructed to monitor and alert if supplies are running low | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Bins are emptied regularly. | Yes | 'V7 Returning to school handbook' | Green |
| | | | | <ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. | Yes | 'V7 Returning to school handbook' – students need supervision or support to wash hands | Green |
| 30. Fire procedures are not appropriate to cover new arrangements | 4 | 2 | 8 | <ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points | | 'V7 Returning to school handbook' New procedures in place shared with staff at Induction, which include new assembly points to ensure distancing takes place outdoors, respecting | Green |

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| | 4 | 2 | 8 | <ul style="list-style-type: none"> ○ A possible need for additional muster point(s) to enable reduction of contacts and maximising distance where possible | | <p>the bubbles. Classroom have fire exits straight to the outside, reducing crowding</p> <p>Fire warden onsite at all times, rota reflects this.</p> | |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> • Staff and pupils have been briefed on any new evacuation procedures | Yes | 'V7 Returning to school handbook' + Induction | Green |
| | | | | <ul style="list-style-type: none"> • Incident controller and fire marshals have been trained and briefed appropriately. | Yes | 'V7 Returning to school handbook' + induction | Green |
| 31. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively | 4 | 2 | 8 | <ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with reduction of contacts and maximising distance measures e.g. bubble muster points | Yes | 'V7 Returning to school handbook' | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> • Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency | | | |
| 32. Fire marshals absent due to self-isolation | 4 | 2 | 8 | <ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | Yes | Senior leaders and Office staff combine to support this function | Green |
| 33. All systems may not be operational | 3 | 2 | 6 | | Yes | <p>Additional supplies and equipment ordered</p> <p>Communication throughout the summer with staff and parents</p> <p>And on ongoing basis – parents informed</p> <p>classes may close if there are insufficient staffing, on short notice, temporarily.</p> | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> • Government guidance is being implemented where appropriate, see following link: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown | | | |

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| | | | | <ul style="list-style-type: none"> All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems | Yes | Completed – June/July All servicing required undertaken when due. | Green |
| 34. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown | 4 | 2 | 8 | <ul style="list-style-type: none"> All statutory compliance is up to date. | Yes | Completed | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm | Yes | Completed – June All servicing required undertaken when due. | Green |
| | 4 | 2 | 8 | | | | |
| 35. Lack of good ventilation means that there is risk of transmission | 4 | 2 | 8 | <ul style="list-style-type: none"> Ensure good ventilation in classrooms and common areas e.g. through opening a window | Yes | 'V7 Returning to school handbook' | Green |
| | | | | <ul style="list-style-type: none"> Follow guidance in the following link: air conditioning and ventilation during the coronavirus outbreak. | Yes | Use of AC and fans prohibited | Green |
| 36. Visitors to the site (including parents) add to the risk | 4 | 2 | 8 | <ul style="list-style-type: none"> Signage giving routes, procedures, entrances and exits to be followed. | Yes | 'V7 Returning to school handbook' | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> Limit the external visitors to the school during school hours | Yes | 'V7 Returning to school handbook'. Visitors kept to absolute necessary (i.e. maintenance or repairs only). Visitors questionnaire for "track and trace" purpose | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. | Yes | 'V7 Returning to school handbook'. Sanitising stations at reception. | Green |

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|--|-----|---|---|--|--|--|-------|
| | 4 | 2 | 8 | | | Sanitisers and wipes available in all areas affected | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) | Yes | No meetings in school, all virtual Any discussions with parents who drop off/collect their children take place outdoors, with use of PPE | Green |
| | | | | <ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' | Yes | All Annual Reviews, transition meetings, CIN/CP core groups and parents' consultation held remotely | Green |
| 37. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control | 4 | 2 | 8 | <ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. | Yes | Aside from necessary maintenance visits no works planned Emergency work to be completed when no-one is onsite where possible, if not, use of track and trace visitors' questionnaire in place, hygiene, PPE | Green |
| | N/A | | | | | | |
| | 4 | 2 | 8 | | | | |
| | | | | <ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe | N/A | See above | Green |
| | 4 | 2 | 8 | <ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective reduction of contacts and maximising distance is maintained at all times. | Yes | 'V7 Returning to school handbook'. Arriving at School Use of track and trace visitors' questionnaire in place, hygiene, PPE | Green |
| 4 | 2 | 8 | <ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance and exit for contractors and organising classes so that contractors and staff/pupils are kept apart. | Yes | Those few maintenance visits that MUST take place are scheduled for before pupils arrive | Green | |

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| | N/A | | | <ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed. | Yes | 'V7 Returning to school handbook'. use of track and trace visitors' questionnaire in place, hygiene, PPE | Green |
| | | | | <ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). | N/A | Aside from necessary maintenance visits no works planned Use of track and trace visitors' questionnaire in place, hygiene, PPE | Green |
| E. General | | | | | | | |
| 38. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances | 3 | 2 | 6 | <ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. | | 'V7 Returning to school handbook'. Additional appendices for Visitors' policy and safeguarding policy | Green |
| | 4 | 2 | 8 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure. | Yes | Whole School Risk Assessment + All Pupils & Staff Individual Risk Assessments + 'V7 Returning to school handbook'. | Green |
| | | | | <ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. | Yes | Letters, home/school agreement and Inductions | Green |
| 39. Curriculum/ Learning Environment | 3 | 2 | 6 | <ul style="list-style-type: none"> Consider what activity is more difficult/ not possible to be undertaken with reduction of contacts and maximising distance in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g. in PE pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised | Yes | 'V7 Returning to school handbook'. In addition, swimming, hydro and horse riding have been paused until the Summer term. | Green |

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| | 3 | 3 | 9 | <p>where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. | Yes | 'V7 Returning to school handbook'4 Maintaining physical distancing and 'sideways instruction' is going to be difficult | Amber |
| 40. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | 4 | 2 | 8 | <ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Health services Professional associations Other partners Neighbouring schools/EY settings | Yes | 'V7 Returning to school handbook' and RAs shared with all stakeholders Letter and home/school agreement sent to parents Regular Zoom meetings for staff and governors Regular texts sent to alert of any changes, and links to relevant letters/emails | Green |
| | | | | <ul style="list-style-type: none"> Parents are communicated with to make sure they know: <ul style="list-style-type: none"> whether their child will be able to attend from 3rd Sept – from 6th January what protective steps you're taking to make the school a low-risk place for their child what you need them to do (such as on drop off and collection) For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan | Yes | Our Governing Body met on August 11 th to confirm our reopening. Notification has been sent to all stakeholders after that meeting. Sept 2 nd was an INSET Day at Mapledown and this time has been used to Induct staff and finalise our preparations. | Green |
| 41. Pupils who are unable to attend | 4 | 2 | 8 | <ul style="list-style-type: none"> School is aware of current guidelines for shielding | | New PHE Guidelines received on July 7 th | Green |

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| school because they are complying with clinical and/or public health advice are not receiving access to remote education | 3 | 2 | 6 | | | New guidelines received in November and January | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. | | <p>Five pupils who have been Risk Assessed as extremely clinically vulnerable were not able to return to school in September. Some parents have indicated anxiety about the prospect of return and are waiting to see if September 'feels safe'. The majority of pupils were expected to return. Arrangements and Risk Assessments for pupils who are Red Rated and 'At Home' are in place, including access to remote learning.</p> <p>As off 2nd November, 13 students continue to be educated at home via remote learning opportunities and weekly guidance / contact by classteachers</p> <p>January 2021 – additional students were requested to shield by their GPs/consultants</p> | Green |
| | 3 | 2 | 6 | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. | Yes | Completed and used for students' RAs | Green |

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| | | | | <ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. | Yes | School Nurse | Green | |
| | | | | <ul style="list-style-type: none"> Staff are available to ensure pupils at home continue to be provided with remote education | Yes | See 'At Home' Risk Assessments | Green | |
| 42. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 3 | 3 | 9 | <ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. | Yes | New Wellbeing and Mental Health Champion appointed – Sue Hart (DHT) | Amber | |
| | 3 | 3 | 9 | <ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. | Yes | Deputy Head | Amber | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). | Yes | Class teachers – know their pupils. Agenda item at all meetings | Green | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. | Yes | See online support from Young Minds and CYPMHS | Green | |
| | | | | | | | | |
| 43. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general | 3 | 2 | 6 | <ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. | Yes | 'V7 Returning to school handbook'. New Wellbeing and Mental Health Champion appointed – Sue Hart (DHT). Staff council also running | Green | |
| | 3 | 2 | 6 | | | | | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. | Yes | See Staff-Wellbeing Policy Agenda item for all meetings | Green | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing | Yes | Sept 2 nd Induction | Green | |
| | | | | | | | | |
| | | | | | <ul style="list-style-type: none"> Staff briefings on wellbeing are provided. | | Sept 2 nd Induction | Green |
| | | | | | <ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. | Yes | Sept 2 nd Induction and Staffroom Noticeboards Meetings | Green |
| 44. Lack of governor oversight during the | 2 | 2 | 4 | <ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. | Yes | Several ZOOM meetings held | Green | |

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| COVID-19 crisis leads to the school failing to meet statutory requirements. | 2 | 2 | 4 | | | Weekly phone calls between HT and Chair of Governors | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. | Yes | Clerk of Governors with support from the LA's GAO | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. | Yes | See GB Minutes and HT Report | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. | Yes | HT and Chair in regular contact | Green |
| | | | | <ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. | Yes | In place - ongoing | Green |
| 45. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing | 3 | 2 | 6 | | | 'V7 Returning to school handbook' | Green |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> Guidance on test and trace has been published. | | Class register confirm daily staffing to facilitate track and trace process. | |
| | 3 | 2 | 6 | <ul style="list-style-type: none"> The guidance has been explained to staff Post-testing and tracing support is available for staff. | Yes | At Sept 2 nd Induction Staff will be made aware of our Staff Wellbeing lead – Sue Hart | Green Green |

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| 46. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms | 4 | 2 | 8 | <ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. | Yes | <p>Office staff reporting to DfE daily</p> <p>Office staff call parents at each absence to gather reason – if a child has symptoms, parents are asked to undertake a test (which is offered from the school supply) or isolate for 10 days. Staff liaise with HT when unwell to inform if a test should be undertaken and any track and trace process</p> | Green | |
| | 4 | 2 | 8 | | <ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. | Yes | 'V7 Returning to school handbook' | Green |
| | 4 | 2 | 8 | | | <ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply | Yes | <p>An information update and letter was placed on our website and sent to staff and families before July 21st</p> <p>Parents also received a letter and home/school agreement on 1st September. Staff and families receive regular text reminders and letters with procedures to be followed</p> |

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| | | | | <ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the local authority | Yes | Office staff will notify LA & PHE London Coronavirus Response Cell (LCRC) on LCRC@phe.gov.uk or 0300 303 0450 and DfE 0800 046 8687 immediately. Please also let Barnet Council know on publichealth@barnet.gov.uk . Communication with media should go through LBB and call 0208 359 2640 | Green | | |
| 47. Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 | 4 | 2 | 8 | <ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. | Yes | An information update and letter was placed on our website and sent to staff and families before July 21st. Further letter sent on 1st September 'V7 Returning to school handbook' + induction for staff. Further letters sent in October, November and January | Green | | |
| | 4 | 2 | 8 | | <ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. | | Yes | See above plus September 2 nd Induction | Green |
| | 4 | 2 | 8 | | <ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | | Yes | As the situation change | Green |
| | | | | | | | | | |
| 48. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in | 4 | 2 | 8 | <ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. | Yes | An information update and letter has been placed on our website and sent to staff and families before July 21st. Further letter sent on 1st September and October | Green | | |
| | 4 | 2 | 8 | | | | | | |

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| the school including test and trace | 4 | 2 | 8 | <ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. | Yes | See above plus September 2 nd Induction Further letter sent to parents on 1 st September Further letters sent in October, November, December and January | Green |
| | | | | <ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | Yes | As the situation changes | Green |
| 49. Staff, parents and carers are not aware of recommendations on transport to and from school | 4 | 2 | 8 | <ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). | Yes | In line with TfL Guidelines Staff have been reminded to wear PPE on buses Almost all pupils are brought to school by Barnet SEN Transport. These arrangements will not reflect our class bubbles. There is a significant risk of cross contamination via travel to and from school | Green |
| | | | | <ul style="list-style-type: none"> Pupils travelling on SEN transport | | | Red |