

Schools - Covid-19

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Directorate:	Schools	Date of Assessment:	September 2020 (8/9/20) Latest update version (8/12/20)
Service / Function:	Primary Schools	Location:	Queens Road Academy

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. 	<ol style="list-style-type: none"> The headteacher is responsible for managing the premises and in their absence another suitable senior leader is required to be on site Identify a member of staff within school to be responsible for further school risk assessments as a result of implementing adjustments. E.g. opening windows doors (potential flight risk / entry for public) 	<ol style="list-style-type: none"> SK - SLT BK - SLT Engie FM Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20 Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20 Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20

		<ul style="list-style-type: none"> • Increased cleaning regime. • Communal areas 	<ol style="list-style-type: none"> 3. Building checklist updated daily by site caretakers 4. Ensure school Legionella checks are up to date 5. Ensure contractor (ICE Plumbing) Legionella checks have been complete or if not due are scheduled 6. Ensure schools have self-assessed against the criteria provided by the contractor (ICE Plumbing) in respect of Legionella 7. Ensure equipment that holds water e.g. dishwashers, combination ovens etc. are run through on a full cleaning cycle at least once per week 8. PFI schools to confirm compliance tasks and building related assurances from the responsible body 9. Complete the prestart building checklist. Any concerns reported 10. Ensure fire / security alarms are fully operational and in working order 11. Update keyholder information and consider the use of remote monitoring or alternative providers if reliant upon staff. 12. Ensure luminaires and emergency lighting is fully operational 13. Review the fire risk assessment 14. Ensure the fire log book is up to date 	<ol style="list-style-type: none"> 7. SK-Daily staff room protocol of dishwasher use – routine in place 8. Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20 9. Caretaker- SK prestart meeting 2.9.20, Barnsley Open Works Report 27.11.20 maintained 10. Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20 11. Engie remote security monitoring operational 12. Engie FM, BMBC checked as email KP 1/6/20 TCT 29.5.20 13. FRA valid to 22/9/20 14. Last review June 20 all school advisories completed - SK 15. Frequent drills conducted throughout the year – see log 16. Last drill completed 12/11/20 17. Standard routine in place-drilled for, New locks in place 7/12/20 18. NA 19. Engie increased cleaning of toilet areas costed and actioned
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			25. Office equipment – protocol for sharing resources i.e. photocopier, pens, staplers etc	
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<ol style="list-style-type: none"> 1. Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying symptoms of coronavirus (following the COVID19 guidance for households with possible coronavirus infection) 2. Assess that sufficient handwashing facilities are available and where these are required. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments 3. Inform everyone that shared resources (where individual resources are not possible) are to be used with a clean, use, clean regime. Wash hands / sanitise, use the resource and wash hands / sanitise again 4. Inform everyone to wash / sanitise hands on arrival and exit of the building, before eating, after eating, sneezing or coughing. Ensure adequate signage 5. Ensure sufficient supply of soap and hand sanitiser by contacting supply chain 6. Provide training and continue to model good hand washing practice in line with government guidance 7. Provide training and continue to model respiratory hygiene promoting ‘catch it, bin it, kill it’. 	<ol style="list-style-type: none"> 1. LS-Families are informed home page website item, plus twitter as routine news items – see twitter/website 2. SK - Handwash facilities available in each class space in addition to sanitiser, organised toilet space per class bubble 3. Staff notice board - - clean -use-clean for shared resources – SK Briefing 1st September 20 4. Caretaker/admin - Main school entry signage/sanitiser stations on vast majority of access points and all school users aware as routine 5. Engie cleaning FM caretaker daily check-last check-8/12/20 6. Staff to revisit process with pupils each start back from breaks 7. Staff to revisit process with pupils SK pupil assembly plus class teacher briefing - Wed 3/4 sept 20-each start back from breaks 8. Engie cleaning FM caretaker daily check of

			<ol style="list-style-type: none"> 8. Ensure an initial order has been placed and processes are in place to re-order tissues in order to continue with the 'catch it, bin it, kill it'. 9. Ensure staff are aware and have been informed of their responsibility for cleaning and continual upkeep of hygiene standards 10. Ensure risk assessments are in place for any chemicals which are used and all staff have had the relevant training / guidance 11. Ensure staff are aware of practices to ensure equipment is appropriately cleaned between use (different children / groups of children) 12. Designate a room for storage 13. Timetable should not use rooms for multiple purposes. Where this is a necessity documented arrangements for cleaning and infection control are required and must be produced beforehand. This includes the school hall 14. Develop a timetable and rota for cleaning of items which are touched, e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. 15. Identify which windows are available to open and aid ventilation. (Safeguarding and fire procedures must not be compromised) 16. All non-fire doors to be propped open, where safe to do so (Safeguarding and fire procedures 	<ol style="list-style-type: none"> paper towel maintained routine 9. Staff briefing Inset SK - 2nd.sept.20/SMAT guidance doc 18Nov20 10. SK - COSHH for sanitiser obtained with HSE guidelines -S.Fogg/SK 11. Staff SK - briefing Inset 2nd.sept.20/ SMAT guidance doc 18Nov20 12. FM store 13. School hall is only managed multi-occupied space, cleaning routine shared INSET SK - 2.9.20 14. FM daily cleaning routine, staff follow clean-use-clean for equipment. Items provided to each bubble. 15. Engie caretaker - All class windows are safe to operate 16. As appropriate – this will be monitored for closing during fire drills Autumn term drill no issues 17. SK – AC Switched off 1/9/20, Hall vent-out air only 18. No mechanical ventilation 19. SK Staggered start and entry points shared with parents WC13.7.20- routines in place and operating effectively 20. SK/BK Timetabled start, safe pupil holding areas
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			<p>must not be compromised) to limit the use of door handles and increase ventilation</p> <ol style="list-style-type: none"> 17. Any mechanical ventilation and/or recirculatory systems should be set to full fresh air. If this is not possible they should be switched off. 18. Continue chemical store ventilation 19. Timetable and inform parents of their staggered drop-off and pick-up times 20. Mark a one-way drop-off/pick-up route for parents. Including distancing lines. Entry and exit should not use the same route to avoid 'going against the flow of traffic' and to limit or eliminate any contact, including where possible passing. 21. Inform parents and display signage for drop-off/pick-up arrangements, e.g. 1 parent only; no access to the building without prior appointment; where to wait; no gatherings. 22. Inform children of their individual drop-off / pick-up protocol 23. Inform staff of their group protocol for drop-off/pick-up 24. Identify required contractors and other professionals and make arrangements for when/if contractors/professionals need to be on site. Plans must include how school will ensure social distancing from the contractor/professional by use of either use of barriers, zonal occupancy or out of occupied school hours works. The plans 	<p>enabling parents to exit site with little delay</p> <ol style="list-style-type: none"> 21. SK LSt - shared with parents WC13.7.20Inform staff of their group protocol for drop-off/pick-up routine tweaked practice to improve through term 22. Pupils informed through letter. BK /SK present on gates daily for supporting pupils to correct drop off points 23. Staff informed BK 13.7.20 24. Contractors via engine arrangement only 25. Daily collection routine- Engie FM services and BMBC waste management 26. Daily collection routine- Engie FM services. Caretaker monitors during day 27. Rota shared with staff WC 13.7.20-maintained to spring 2021 28. Toilets separated so 1 class have own b/g toilet facility maintained to Spring 2021 29. SK/BK INSET briefing update 2. Sept.20/ SMAT guidance doc 18Nov20
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			<p>should not compromise other factors.</p> <ol style="list-style-type: none"> 25. Arrange more frequent collection of clinical/offensive waste 26. Inform staff and produce a rota for frequent emptying of bins during the day 27. Timetable staggered lunch breaks and inform everyone involved of the arrangements 28. Plan how to limit the number of children using facilities such as toilets at the same time 29. Inform children, parents, carers and adults that outdoor equipment must not be used and safely segregate/block access to outdoor equipment. Outdoor equipment must not be used unless school can ensure it is appropriately cleaned in line with government guidance for non-healthcare settings 	
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child becomes unwell with symptoms of coronavirus while in their setting and 	<ol style="list-style-type: none"> 1. School must place an initial order for PPE. This order should include sufficient stock of PPE for children whose care routinely requires PPE and any PPE requirements for potential first aid or individuals displaying symptoms 2. Have a stock monitoring process in place for PPE and facilities to re-order. Re-order volumes and timescales should factor in lead times and supply chain issues. 3. Prepare a room to be used as an isolation room for anyone displaying symptoms. The room should be prepared giving 	<ol style="list-style-type: none"> 1. LS - PPE materials in place in each classroom, weekly review of stock levels as informed by staff to SK last chk 08/12/20 2. LS - YPO ordering weekly turn-around in ordering 3. SK - Reception area disabled changing facilities room identified, limiting movement around school 4. SK - First-aiders update briefing to consider confidence 2nd sept 20-

		<p>needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>particular concern to cleaning and hygiene. Any routes to toilets or exit from the building should not be used by others.</p> <ol style="list-style-type: none"> Complete a first aid needs assessment and ensure timetables and rotas are planned with sufficient levels of relevantly qualified, confident and qualified individuals. Adopt the mantra more PPE is better than no or less PPE 	<p>First aid needs assessment updated SK-8/12/20</p> <ol style="list-style-type: none"> SK Adopt the mantra more PPE is better than no or less PPE, Adopt the mantra more PPE is better than no or less PPE 😊
Vulnerable group (children)	Infection of the coronavirus to vulnerable children	<ul style="list-style-type: none"> A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who remain on the shielded patient list can also return to school. If rates of the disease rise in local areas, children from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health 	<ol style="list-style-type: none"> Ensure that educational provision is in place for pupils unable to attend setting due to being advised to shield. Home learning platform to be in place and staff and pupils trained to use in Autumn term. Implement a system to monitor engagement with home learning platform. Remote learning passwords reissued to all learners (inc. new to school) Test kits available to support track and trace 	<ol style="list-style-type: none"> BK/NF/LH Pupils have Google classroom learning in place for home-learning requirements LH/NF/BK Pupils have Google classroom learning in place Spring 2020 for home-learning requirements. Staff are trained in its use NF/LH Monitoring via curriculum leader - completed 10/11/20 Completed 9/10/20 Test kits available to families finding difficulty in obtaining appointment 18/9/20. School UON received additional test kits Nov20

		professional before returning to school in September.		
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Vulnerable Groups (employees)	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> All groups of vulnerable employees can attend work when their shielding letter expires as long as the guidance from Government is followed as detailed in this risk assessment. 	<ol style="list-style-type: none"> 1. Ensure all staff have received and have signed the employee guidance document and that this followed at all times 2. If an employee has a current letter from their GP/Specialist advising they should not attend work/should only attend work with additional adjustments refer to HR. 3. Referral to OHU/disability risk assessment will be carried out where appropriate. 4. Employees/pupils should not attend school if they have symptoms. Employees should inform their headteacher immediately who will arrange for a test via HR. 	<ol style="list-style-type: none"> 1. SK - Received and digitally audited via everisign 18nov20 2. No current employees requirement 3. No current employees requirement 4. Community informed of process via website, twitter – daily tweets, webpage update of information 12/10/20 . Routine understood by staff and parents for test and informing of outcomes
Living with someone in a vulnerable group	Transmission of the coronavirus	<ul style="list-style-type: none"> If a child or a member of staff lives with someone who is in any of the vulnerable groups including those who are pregnant, they can continue to attend school where the guidance from Government is followed as detailed in this risk assessment. 	-individual risk assessments for these pupils	<p>No families made us aware as yet, Inclusion leader will assess on family attendance basis</p> <p>Test kits available to families finding difficulty in obtaining appointment</p>

Visitors to site	Infection Control	Visits can be made to school by professionals for Education and SEN purposes.	<ol style="list-style-type: none"> 1. Ensure a room is available for visitors which is cleaned in between each visit. 2. Ensure visitors wash their hands on arrival and when leaving 3. No volunteers on site at present unless approved by the CEO 4. No visitor should be allowed to walk around school 5. Any visitor not following protocol must be asked to leave site immediately 6. Meetings should be carried out virtually where possible 	<ol style="list-style-type: none"> 1. Visitor meetings held in Heads office. Visitors generally not admitted to school excepting school lobby area to discuss needs 2. Sanitiser at entrance to school sign-in in place. Temperature of temporary staff checked on arrival 3. As documented – YMCA,PADS and EAL support 4. Pre-authorised visitors only 5. Reactive procedure – SK 6. MS Teams for staff meetings in place and operational
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> • Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. • Keep groups / bubbles apart wherever possible, however brief, transitory contact, such as passing in a corridor, is low risk. • For pre-school children in early years settings, the staff to child ratios within Early Years Foundation 	<ol style="list-style-type: none"> 1. Identify pupil/staff bubbles with typically a class forming a 'bubble'. In EYFS, a bubble may be all pupils within the EYFS setting. 2. Either mark a one-way circulation route throughout school or separate corridors with dividers 3. Ensure signage is in place to support the new systems and ways of working 4. Organise classrooms and other environments to seat all pupils from Year 2 upwards facing 	<ol style="list-style-type: none"> 1. A class is defined as a bubble inc EYFS R/N 2. Circulation, reduced movement on site as much as is practicable 3. SK /caretaker– 1june <input checked="" type="checkbox"/> maintained 4. Each class has forward facing tables, some in horseshoe formation 5. Staff informed via briefing 2nd Sept 2020 6. SK items removed e.g extra chairs as far as is practicable

		<p><u>Stage</u> (EYFS) continue to apply as set out here.</p> <ul style="list-style-type: none"> • For primary schools, implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing • Staggered arrival and departure times • Meeting needs of EHCP pupils • Pupil resources 	<p>forwards and spaced as far as possible</p> <ol style="list-style-type: none"> 5. Adults should try to socially distance from pupils where possible 6. Remove all unnecessary items from all rooms before re-opening 7. Remove soft furnishings / hard to clean items before re-opening 8. Where practically possible provide each pupil and member of teaching staff with personal equipment which is used regularly (e.g. pens, pencil, whiteboard etc) not to be used by others 9. Implement procedures for shared resources. Other resources, such as maths / science equipment which may need to be shared between bubbles should be cleaned after each use or placed into isolation for 72 hours 10. Inform staff not to change seating arrangements. Children should use the same desk at all times 11. Document plans to adhere to government guidance for cleaning in non-healthcare settings 	<ol style="list-style-type: none"> 7. Items removed and stored – especially affects EYFS rooms 8. SK1/6/20☑ - each pupil has own stationary pack and communications made to prohibit items from home 9. SK/Engie -additional daily routine cleaning noted via FM mtg staff informed of 72hour rule for items sent home 17/7/20, smart water solution in each class 10. SK - INSET meeting info shared 2nd sept 20 11. Engie cleaning outline as provided to BMBC 12. SK – staff informed 17/7/20 rota to stager playtimes reducing contact in place – maintain same Spring 2020 13. SK - Identified intervention spaces are assigned to class immediately outside class doors only 14. BK - Behaviour policy consulted with stakeholders and gov's July 20 15. BMBC PADS have assessed risk of instrument playing and planned accordingly –
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			<p>12. Review PE curriculum / playtime activities with no contact sports to be played</p> <p>13. Consider working spaces and groupings for interventions. Interventions to be run within a bubble of pupils where possible. If not possible, pupils from the same key stage only can be placed in same intervention group. Pupils should be spaced to socially distance within the group and area used and equipment to be cleaned after use.</p> <p>14. Review and share behaviour policy with staff, parents and pupils</p> <p>15. Consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>	<p>singing wind and brass can be undertaken in line with DFE 'guidance for full opening' Nov5th20</p> <p>16. Books not sent home, but paper-based material will be with 72hr delay to sending</p> <p>17. Engie caretaker 1st June-routine fill/replace</p> <p>18. SLT check -routine update via chair of Govs each friday</p> <p>19. Engie routines</p> <p>20. SK Via INSET briefing 2 Sept 2020</p> <p>21. SK as far as practicable</p> <p>22. Caretaker, outside paint markers in place</p> <p>23. Caretaker, outside paint markers in place</p> <p>24. LS - Return to school expectations shared via website/twitter wc 13/7/20 – this RA will also be available via website policy section</p> <p>25. LS - Return to school expectations shared via website/twitter wc 13/7/20 – this RA will also be available via website policy section</p> <p>26. LS - Return to school expectations shared via website/twitter wc 13/7/20 – this RA will also be available via</p>
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Lack of Awareness	Infection of the coronavirus to vulnerable adults	<ul style="list-style-type: none"> • Communication • Supply staff 	<p>1. Staff to be provided with guidance pack, that includes expectations, protocols etc and this should be re-iterated on a regular basis</p> <p>2. Parents to be to be provided with guidance that includes expectations, protocols etc</p> <p>3. Posters</p>	<p>1. SK - Induction on staff return INSET Sept 2nd</p> <p>2. As communicated 13th July website/twitter</p> <p>3. SK Caretaker – in place 1st June <input checked="" type="checkbox"/> maintained</p> <p>4. LS/BK induction – single central record gov ½ termly sign-off, children via assembly each term</p>

			4. Induction provided on arrival re guidance pack, protocols within school	
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Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	S. Kaufman Shared with TR (COG) 17/7/20
Date	17/07/2020
CEO Signature	
Date of planned review (not to exceed 12 months)	With Chair of Governors - 4/9/2020: 18/9/2020: 25/9/2020: 30/9/20:12/10/20 9/12/20
Date of planned full re-assessment (not to exceed 24 months)	

Change log		
Who	What	When
SK	Shared document with whole school staff via inset	1/9/2020
SK	SK Responsibility to ensure rota for weekly running of dishwasher point 1.7	1/9/2020
SK LS	Update order of PPE to ensure better availability of first aid kits and visors around school site	1/9/2020
SK	All First aider meeting to update staff on managing first aid incidents effectively	1/9/2020
SMAT	Adapted whistleblowing policy to include staff worries about non-compliance of covid RA	1/9/2020
LA	Improved guidance on use of face coverings: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education – face shields increased availability around site	2/9/2020
SMAT	Share BMBC school response flowchart and public comms for covid awareness via briefing, twitter and school app	2/9/2020
parents	Alter drop off points to include a temporary barrier to create a flow around drop off/collection point	9/9/2020
parents	Put class assembly markers for KS2 to enable parents to drop pupils with duty teacher and go reducing footfall wait times	9/9/2020
TR	Orders placed for covid19 tests made the HSE – provisioned as per DFE instructions for vulnerable pupils	18/9/2020
SK	PPE check – additional PPE placed in accessible areas around school	21/9/2020
Pupils	Personal hand-sanitisers creeping into school – only where parent identifies irritant of existing is this authorised and COSHH for alt product put in place. Alt foam-based product ordered and awaiting delivery	28/9/2020
RS	Additional resources in EYFS resulting in separate daily routine to clean-down of equipment	1/10/2020
SK	Informed wider community of PHE advisory of a single confirmed case in community	5/10/2020
SK+ caretaker	Amend barrier tape to ensure pupils/parents not moving between cars -risk of injury if car moves or damage	12/10/20
parents	Request to parents to wear facemasks on entry to school site made and checked – position moved from 3 wearing to 4 not wearing on day of check	30/10/20
SK	Staff informed to wear facemasks when meeting parents at drop-off/pick-up	3/11/20

SK	Provision of 6x encrypted radios to support smooth running and communication in school, helps reduce foot traffic between bubbles	3/11/20
SK caretaker	New MetKlean auto dispensers put in each class cloakroom for entry exit to school, checked working	6/11/20
SK	COSHH in place for new sanitiser product	6/11/20
TR SK	Reviewed breakfast club provision – still unable to provide additional time for club due to increased R-value in community and maintaining pupil bubble distancing	6/11/20
SK	New foam sanitiser product non-alcohol to support those skin/scent-sensitive	8/12/20
SK/caretaker	Change notice gained in place to enable car park to be temporarily amended to move cars away from exit waiting areas for pupil arrival/departure times	8/12/20
SK	Updated first aid assessment of requirements to ensure Covid secure	8/12/20