

COVID-19 risk assessment – Full re-opening of schools

Site / school name:	Vaughan Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Parents/Carers ▪ Staff: <ul style="list-style-type: none"> ▪ Classroom based staff ▪ Catering staff ▪ Cleaning staff ▪ Office staff ▪ Premises / site staff ▪ SMSAs ▪ Contractors ▪ Visitors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of schools from September 2020 ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Potential remote working of some staff and students 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Practical equipment and materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Kirsten Beaven, School Business Leader	Date of completion:	13 th July 2020
Risk assessment approved by:	Karen Jones, Headteacher	Date of approval:	16 th July 2020
Date risk assessment to be reviewed by:	21 st October 2020	Risk assessment no:	Version 4 – 21 st October 2020

Record of risk assessment reviews

Date of review:	20/08/2020	Reviewed by:	Kirsten Beaven	Comments / date of next review:	<p>Original risk assessment updated to reflect updated government DfE guidance. A summary of key changes are listed below and all amendments have been annotated in yellow for ease of identification.</p> <ul style="list-style-type: none"> ▪ Updated relevant time periods from 7 to 10 days ▪ Advice regarding staff wishing to use their own face coverings. ▪ Additional information in relation to cleaning regimes following updated guidance. ▪ Reference to CLEAPSS guidance to provision of practical subjects from September.
Date of review:	28/08/2020	Reviewed by:	Kirsten Beaven	Comments / date of next review:	<p>Risk assessment updated to add further clarity based on advice from Paddy O-Dwyer. Changes annotated in grey for ease of reference.</p> <ul style="list-style-type: none"> ▪ Clarification regarding scope of deep clean ahead of re-opening ▪ Clarity around reportable cases via SHEAssure and via the Corporate Health & Safety teams ▪ Emphasis on handwashing prior to entering communal areas such as the staffroom ▪ Checks regarding PPE stock levels to always ensure minimum of 3 weeks supply is held in school ▪ Opening of shower/changing facilities for staff who wish to walk, jog or cycle to work ▪ Outbreak is considered as two or more cases in any 14 day period and that PHE advice needs to be sought around appropriate measures to reduce chances of transmission
Date of review:	21/10/2020	Reviewed by:	Kirsten Beaven	Comments / date of next review:	<p>Updates highlighted pink to reflect updated government DfE guidance;</p> <ul style="list-style-type: none"> ▪ Update on systems of controls including further advice regarding ventilation and colder weather which has been an area of concern ▪ Addition to reflect review and potential revision to risk assessment in light of increasing transmission rates and potential amendments to individual risk assessments for vulnerable staff

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

9. Engage with the NHS Test and Trace process
 10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
 11. Contain any outbreak by following local health protection team advice.
- Numbers 9 to 11 must be followed in every case where they are relevant.

What are the hazards?	<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.
Who might be harmed and how?	<ul style="list-style-type: none"> Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. Potential for spread to other family members / persons.

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.					
Measures to stop persons coming into school with coronavirus symptoms					
<ul style="list-style-type: none"> Ensure that pupils, staff, and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Communicate these measures clearly to staff and the school community. Repeat on a regular basis. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus. 	<ul style="list-style-type: none"> Is there a procedure in place for this? How will this be communicated to the school community? Consider what information or measures may be needed at school gates and entrances to the building, as well as on the school website. How will visitors to site be managed? 	<ul style="list-style-type: none"> All staff briefed on attendance protocols at July INSET days All parents/carers advised regarding attendance protocols in the event of COVID-19 symptoms Signage erected on school gates as visual reminder regarding no access to site if symptomatic Limited visitors to enter school. Only key personnel or visiting professionals as arranged by SLT Visitor policy to be developed which can be shared with authorised visitors which outlines appropriate control measures. Expectation that visitors will adhere to this otherwise permission to enter 	<p>Karen Jones</p> <p>Karen Jones</p> <p>Kirsten Beaven</p> <p>Karen Jones</p> <p>Kirsten Beaven</p>	<p>20-21 July 2020</p> <p>1st Sept 2020</p> <p>1st Sept 2020</p> <p>1st Sept 2020</p> <p>1st Sept 2020</p>	<p>Complete 21/07/20</p> <p>Complete 17/07/20</p> <p>Complete 21/07/20</p> <p>Complete 21/07/20</p> <p>Complete 27/08/20</p>

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		<p>premises will be refused. Visitor movement around the school will be limited in order to mitigate risk of transmission, especially if personnel are frequenting other educational establishments</p> <ul style="list-style-type: none"> Only essential contractors to deal with essential urgent works. Each contractor to be given permission to enter by a member of SLT 	Kirsten Beaven	1 st Sept 2020	Complete 27/08/20
Suspected case of coronavirus in school					
<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow government guidance. They must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 	<ul style="list-style-type: none"> Is there a procedure for managing suspected cases of coronavirus? Is there an appropriate room identified that can be used to isolate someone with symptoms whilst they are awaiting collection? Have welfare staff and others been trained in measures to take? Have welfare staff and others been provided with PPE and training on its use? Is there a procedure for contacting the local public health protection team? 	<ul style="list-style-type: none"> In event of individual becoming symptomatic during the course of the day, the individual will immediately be taken to the isolation room (hygiene room) and relevant arrangements made for individuals collection from site Welfare staff who may be required to care for individual, will wear full PPE which includes, masks, visors, gloves and protective aprons When parents are being advised to collect children from 	<p>Welfare Staff</p> <p>Welfare Staff</p> <p>Welfare Staff</p>	<p>Ongoing</p> <p>When someone presents with symptoms of COVID-19</p> <p>When someone</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<ul style="list-style-type: none"> ▪ If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. ▪ PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). ▪ A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ▪ Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. ▪ Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach 		<p>welfare, parents should be advised that they should not use public transport</p> <ul style="list-style-type: none"> ▪ Isolation rooms to be deep cleaned following departure of individual ▪ In event of COVID-19 symptomatic individuals taking unwell at school, the Headteacher or member of the Senior Leadership Team contact Public Health LCRC on 0300 303 0450 for advice ▪ Video explaining appropriate donning and doffing procedure in regards to use of PPE 	<p>Harrow Council Cleaning Services</p> <p>Karen Jones / SLT</p> <p>Kirsten Beaven</p>	<p>presents with symptoms of COVID-19</p> <p>When a child is sent home with symptoms of COVID-19</p> <p>When someone presents with symptoms of COVID-19</p> <p>2nd Sept 2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete 22/07/20</p>

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<p>after they have left to reduce the risk of passing the infection on to other people.</p>					
2. Clean hands thoroughly more often than usual.					
<ul style="list-style-type: none"> ▪ Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. ▪ Regular and thorough hand cleaning is going to be needed for the foreseeable future. 	<ul style="list-style-type: none"> ▪ Build hand washing into school routines so that children wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. ▪ Are there enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly? ▪ Ensure supervision of hand sanitiser use given risks around ingestion. ▪ Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. ▪ All staff will be briefed weekly as a minimum on 	<ul style="list-style-type: none"> ▪ Regular handwashing built into the school day to ensure hands are thoroughly washed at the start of the day and before key activities ▪ The entrance reception desk will be equipped with a hand sanitisation station to be used by all pre-entry to the site. ▪ Every classroom equipped with hand sanitiser for staff and pupil use (note this should not replace regular handwashing regimes) ▪ Toilet consumables such as soap, blue towels, tissues etc to be maintained and regularly topped up through the course of the school day ▪ Teaching and Support staff to be instructed to monitor effective handwashing during the Autumn term at September INSET briefing 	<p>All staff & Pupils</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>In-House Cleaning Team</p> <p>Karen Jones</p>	<p>Ongoing</p> <p>31st Aug 2020</p> <p>31st Aug 2020</p> <p>Ongoing</p> <p>3rd Sept 2020</p>	<p>Ongoing</p> <p>Complete 21/07/20</p> <p>Complete 21/07/20</p> <p>Ongoing</p> <p>Complete 03/09/20</p>

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	<p>expected hygiene standards.</p> <ul style="list-style-type: none"> All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> All school staff to wash hands prior to entering the staffroom. Chairs which have covers are non-wipeable hence more stringent handwashing needs to take place before individuals are seated in a communal area 	Kirsten Beaven	3 rd Sept 2020	Complete 03/09/20
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient. 	<ul style="list-style-type: none"> Are there enough tissues and bins available in the school to support pupils and staff to follow this routine? Ensure that younger children and those with complex needs are helped to get this right. Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers? All staff will be briefed weekly as a minimum on expected hygiene standards. All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> Audit of tissues supplies to be undertaken and additional supplies procured as necessary Regular checks of classroom supplies of tissues to be added to Resource Assistant checks in the Autumn term to ensure consumables are replaced as used Children with EHCP plans will have an individual risk assessment based on change of teaching and learning arrangements. The risk assessment will also take into account the specific needs of pupils, their ability to distance and whether pupil needs can be safely met in the new educational environment with the possibility of a number of staff being deployed to meet 	<p>Kirsten Beaven</p> <p>Umema Hemptullabhai</p> <p>Nicola Keohane</p>	<p>31st Aug 2020</p> <p>Ongoing</p> <p>3rd Sept 2020</p>	<p>Complete 21/07/20</p> <p>Ongoing</p> <p>Complete 02/09/20</p>

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	<ul style="list-style-type: none"> Will there be procedures in place at school entrances for removal of face coverings including bins for disposal. If staff choose to wear face coverings then it must be ensured that they are properly used and disposed of. Employer's should support employees if they choose to wear face coverings, although other measures will be more effective at managing the risk in schools. 	<p>their individual needs. Risk assessments for these pupils will be reviewed regularly in conjunction with parents and recognised external agencies.</p> <ul style="list-style-type: none"> Teaching and Support staff to be instructed to brief pupils on good respiratory hygiene practices during the Autumn term at September INSET briefing All staff briefed regarding appropriate use of face coverings and their disposal upon arrival into school 	<p>Karen Jones</p> <p>Karen Jones</p>	<p>20 – 21st July 2020</p> <p>20 – 21st July 2020</p>	<p>Complete 21/07/20</p> <p>Complete 21/07/20</p>

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

Enhanced cleaning regime

<ul style="list-style-type: none"> An enhanced cleaning regime must be in place that includes more frequent wipe down of high passage area and more frequent cleaning of rooms / shared areas that are used by different groups Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light 	<ul style="list-style-type: none"> Is there an enhanced cleaning regime in place and are all cleaners and staff aware of measures to take? Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently? Are bins emptied throughout the day? 	<ul style="list-style-type: none"> To ensure that the school is deep cleaned prior to the full re-opening. 10 days deep clean with Harrow Council schedule to take place between 17/08 – 28/08 Contracts for the Autumn term to be put in place to support in-house cleaning regime through the school day which will be developed in line with updated Public Health guidance. 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p>	<p>28th Aug 2020</p> <p>2nd Sept 2020</p>	<p>Complete 28/08/20</p> <p>Complete 01/09/20</p>
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<p>switches, work surfaces, remote controls and electronic devices.</p> <ul style="list-style-type: none"> As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. 	<ul style="list-style-type: none"> IT equipment should ideally be used by one person as a designated workstation. Where possible IT equipment should be cleaned (wiped down) pre use and at the end of the day. 	<ul style="list-style-type: none"> In-house cleaning rota and schedule will allow for regular cleaning of high touch point areas or shared spaces between different groups of pupils to mitigate risk Staff reminded at September INSET day and encouraged to adhere to clear desk policy and keep surfaces clutter free in order to ensure cleaning regimes are effective Emptying of waste bins to be added to in-house cleaning schedule to allow for this to be addressed through the school day IT equipment screen/keyboard wipes provided to each classroom and shared spaces such as the Learning Resource Centre, Staff workroom etc in order to ensure items can be cleaned between users Gloves and disinfectant spray to be provided in each classroom in case a pupil coughs or sneezes on a piece of equipment or furniture 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p>	<p>2nd Sept 2020</p> <p>3rd Sept 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</p>	<p>Complete 01/09/20</p> <p>Complete 02/09/20</p> <p>Complete 01/09/20</p> <p>Complete 01/09/20</p> <p>Complete 01/09/20</p>

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Hazards from using new or different hazardous products					
<ul style="list-style-type: none"> If any new cleaning, sanitisation, or other products are used then they should be assessed as with any other hazardous substance. 	<ul style="list-style-type: none"> Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment. Ensure that any significant findings or precautions are shared with those using the products. It should be noted that in most if not all cases these will be lower risk items. 	<ul style="list-style-type: none"> MSDS safety sheets acquired for all new cleaning and sanitisation products on the school site 	Kirsten Beaven	31 st July 2020	Complete 28/07/20
		<ul style="list-style-type: none"> COSHH risk assessment file to be reviewed and updated as appropriate 	Michael Scott	1 st Sept 2020	Complete 01/09/20
		<ul style="list-style-type: none"> Staff are not to bring in products from home, as there would be an absence of appropriate documentation to support product use in school 	Kirsten Beaven	20-21 st July 2020	Complete 21/07/20
Contaminated waste					
<ul style="list-style-type: none"> Contaminated or potentially contaminated waste must be dealt properly to reduce the risk of the spread of coronavirus. 	<ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be double bagged in plastic rubbish bags and ideally then in a bin. It should then be put in a suitable and secure place and marked for storage until the individual's test results are known. You should not put your waste in communal waste areas until negative test 	<ul style="list-style-type: none"> Waste generated from dealing with COVID-19 symptomatic individuals will be double bagged. Items will be stored in bin within hygiene isolation room until such times as test results are known. 	Welfare Staff	When someone presents with symptoms of COVID-19	Ongoing
		<ul style="list-style-type: none"> Where infectious waste is confirmed, the Business Leader will liaise with Harrow Council to ensure special waste collection is organised and materials uplifted. 	Kirsten Beaven	When there is a confirmed COVID-19 case	Ongoing

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	<p>results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> ▪ If the individual tests negative, this can be put in with the normal waste ▪ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste ▪ If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority or contractor. 				

5. Minimise contact between individuals and maintain social distancing wherever possible.

Maintaining groups or bubbles

<ul style="list-style-type: none"> ▪ Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. ▪ The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help. ▪ Maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the 	<ul style="list-style-type: none"> ▪ Consider the minimum size groups you can manage whilst delivering the curriculum. ▪ Can consistent groups be maintained wherever possible? ▪ Groups should be kept apart from other groups. This could be through using different parts of the school for each group, limiting sharing of rooms and social spaces, varying 	<ul style="list-style-type: none"> ▪ Individual class bubbles will exist and children will be taught in those groups accordingly to ensure consistency ▪ Lunchtimes and playtimes will be staggered so individual year groups have designed time in social spaces in order to minimise transmission risk ▪ Social distancing games and activities will form the basis for play at break and lunchtimes 	<p>Karen Jones</p> <p>Karen Jones</p> <p>Teaching Staff Support</p>	<p>20-21st July 2020</p> <p>20-21st July 2020</p> <p>3rd Sept 2020</p>	<p>Complete 21/07/20</p> <p>Complete 21/07/20</p> <p>Complete 02/09/20</p>
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<p>full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <ul style="list-style-type: none"> ▪ Primary schools may be able to 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 (COVID-19). ▪ Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. ▪ Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. ▪ Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. ▪ When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. ▪ Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented 	<p>break and lunch times and limiting movement between lessons.</p> <ul style="list-style-type: none"> ▪ Social distancing should be reinforced within groups, particularly for older children. ▪ Where staff need to move between groups are they able to maintain their distance as much as possible and ideally 2 metres from pupils and other adults? 	<ul style="list-style-type: none"> ▪ In-house cleaning rotas will have to account for communal spaces such as group rooms will be cleaned in-between individual group use ▪ Staff to be reminded of appropriate social distancing and personal responsibility when socialising at break/ lunchtimes or when moving between classes 	<p>Staff & Midday Supervisors</p> <p>Kirsten Beaven</p> <p>Karen Jones</p>	<p>3rd Sept 2020</p> <p>20-21st July 2020</p>	<p>Complete 02/09/20</p> <p>Complete 21/07/20</p>

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<p>partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. 					
Measures within the classroom					
<ul style="list-style-type: none"> Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. This is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of 	<ul style="list-style-type: none"> Small adaptations can be made in classrooms to support distancing where possible, for example seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary 	<ul style="list-style-type: none"> Directive for classrooms arranged SATs style, in rows, and facing forward post deep clean activity Where possible 2m distance around teachers desk to be considered when arranging furniture 	<p>Michael Scott</p> <p>Michael Scott</p>	<p>2nd Sept 2020</p> <p>2nd Sept 2020</p>	<p>Complete 02/09/20</p> <p>Complete 02/09/20</p>

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<p>anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in smaller, class-sized groups. 	<p>furniture out of classrooms to make more space.</p> <ul style="list-style-type: none"> A 2m space around the teacher's desk should be maintained wherever possible. Consider if moving furniture will also allow for better access routes maximising distance from other desks etc. All spaces should be well ventilated using windows etc where possible. See also notes on air conditioning in premises section below. 	<ul style="list-style-type: none"> Excess furniture or equipment to be removed from setting to enable maximisation of space and maintain access routes Pre-opening checks to be undertaken to ensure appropriate measures implemented Windows and doors to be propped open where possible in order to allow natural ventilation 	<p>Karen Jones</p> <p>Kirsten Beaven</p> <p>Teaching Staff</p>	<p>21st July 2020</p> <p>2nd Sept 2020</p> <p>Ongoing</p>	<p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Ongoing</p>
Measures elsewhere					
<ul style="list-style-type: none"> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, 	<ul style="list-style-type: none"> Ensure that large gatherings involving more than one group are avoided Plan timetables to minimise groups using corridors at the same time, including staggering break and lunch times. Plan time for cleaning between groups using shared spaces. Consider how staff rooms can be set up to maintain distancing. 	<ul style="list-style-type: none"> Assemblies in hall cancelled, with class assemblies and circle time being key feature in the Autumn term Prospective parent tours will be replaced by video and online Q&A sessions Where there is a need for a whole school assembly, SLT will arrange this to happen virtually via MS Teams and be beamed into individual classrooms via the interactive boards. This 	<p>Karen Jones</p> <p>Kirsten Beaven</p> <p>Karen Jones/Kirsten Beaven</p>	<p>1st Sept 2020</p> <p>30th Sept 2020</p> <p>1st Sept 2020</p>	<p>Complete 21/07/20</p> <p>Ongoing</p> <p>Complete 21/07/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>leave school. Staggered start and finish times should not reduce the amount of overall teaching time.</p> <ul style="list-style-type: none"> Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	<ul style="list-style-type: none"> A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Consider how to communicate this to parents and reinforce it as necessary. Ensure procedures are in place for removal of face coverings when arriving at school. 	<p>communicated to staff and parents/carers</p> <ul style="list-style-type: none"> Elimination of afternoon play in order to ensure appropriate teaching time is not lost due to staggered start and end times Reminder communications to be sent to parents/carers and staff regarding appropriate protocols regarding the doffing of PPE upon arrival at school Due to the possibility of congestion on pathways or parents needing to wait for pupils to be dismissed, the recommendation is that adults are advised to wear a face covering on entry to the school grounds 	<p>Karen Jones</p> <p>Karen Jones</p> <p>Karen Jones</p>	<p>1st Sept 2020</p> <p>1st Sept 2020</p> <p>23rd Sept 2020</p>	<p>Complete 17/07/20</p> <p>Complete 02/09/20</p> <p>Complete 23/09/20</p>
Equipment and resources					
<ul style="list-style-type: none"> Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; 	<ul style="list-style-type: none"> Are staff and pupils reminded to use their own pencils and pens? Are there measures to limit sharing of resources as much as is possible? Are there measures to limit what is brought into 	<ul style="list-style-type: none"> Pupils will be provided with their own individual tray and resources, pens, pencils etc enable for them to undertake their educational activities Communications to parents/carers will be issued to advise on September re- 	<p>Umema Heptullabhai</p> <p>Karen Jones</p>	<p>2nd Sept 2020</p> <p>17th July 2020</p>	<p>Complete 02/09/20</p> <p>Complete 17/08/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>these should be cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> ▪ Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. ▪ Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. ▪ It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. 	<p>and taken home from school?</p> <ul style="list-style-type: none"> ▪ Is there a consistent policy for marking books? ▪ Are classroom resources included as part of an enhanced cleaning regime? ▪ Are shared resources cleaned between use? ▪ Is outdoor playground equipment cleaned more frequently? 	<p>opening protocols including the limiting of items being brought in from home</p> <ul style="list-style-type: none"> ▪ Marking policy exists and has been created and cascaded by staff. New staff commencing in September will be briefed as part of their induction programme ▪ Where shared resources are in use the staff in the classroom or before/after school club settings setting will be responsible for cleaning items between use ▪ Children with SEN who require specific resources, e.g. fidget toys or visual timetables, are to keep them in their own box. The items in the box are to be cleaned as per the protocols in this document. ▪ Appropriate stock of cleaning wipes and appropriate disinfectants will be provided ▪ Only approved outdoor play equipment will be used 	<p>Karen Jones</p> <p>Teaching Staff/Support Staff</p> <p>Nicola Keohane</p> <p>Kirsten Beaven</p>	<p>11th Sept 2020</p> <p>Ongoing</p> <p>3rd Sept 2020</p> <p>Ongoing</p>	<p>Complete 02/09/20</p> <p>Ongoing</p> <p>Complete 02/09/20</p> <p>Ongoing</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		whereby the staff have the capacity to clean between use			
6. Where necessary, wear appropriate personal protective equipment (PPE)					
<ul style="list-style-type: none"> ▪ The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: ▪ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ▪ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> ▪ Where staff have been identified as needing PPE, have they been provided with appropriate supplies? ▪ Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal? 	<ul style="list-style-type: none"> ▪ Welfare staff who have potential to be looking after children who present with coronavirus symptoms in school shall be issued with appropriate PPE ▪ Any staff who work on a one to one basis with High Needs children shall be provided with PPE ▪ Video explaining appropriate donning and doffing procedure in regards to use of PPE ▪ PPE stocks to be checked regularly and ordered to ensure there is always adequate supply in school for a minimum of 3 weeks at any one time. 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p>	<p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>Ongoing</p>	<p>Complete 27/08/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Ongoing</p>
7. Engage with the NHS Test and Trace process					
<ul style="list-style-type: none"> ▪ Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. 	<ul style="list-style-type: none"> ▪ Is there a clear understanding in the school around NHSTest and Trace procedures? 	<ul style="list-style-type: none"> ▪ Briefing on September protocols including test and trace to be covered in July INSET days 	<p>Karen Jones</p>	<p>20-21st July 2020</p>	<p>Complete 21/07/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<p>LCRC on 0300 303 0450 for advice and facilitation of test and trace and mobile testing at school where appropriate</p> <ul style="list-style-type: none"> ▪ Attendance and absence data routinely scrutinised in order to ensure absences and reasons for such are analysed and follow up upon, in order to allow effective test and trace procedures to be mobilised where case of COVID-19 is confirmed ▪ If two or more confirmed cases occur within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, the school may have an outbreak and must work with the local health protection team who will be able to advise if any additional action is required. 	<p>Attendance Officer</p> <p>Karen Jones / SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community					
<ul style="list-style-type: none"> ▪ Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. ▪ The local health protection team will work with schools to guide them through the actions they need to take. Based on the advice from the health 	<ul style="list-style-type: none"> ▪ Are staff aware of the need to contact the local health protection team? ▪ Are contact details for the local health protection team available? 	<ul style="list-style-type: none"> ▪ Upon notification of positively confirmed cases, the Headteacher or member of the Senior Leadership Team will consult the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the 	<p>Karen Jones</p>	<p>When there is a suspected or confirmed COVID-19 case</p>	<p>Ongoing</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <ul style="list-style-type: none"> Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. 					
9. Contain any outbreak by following local health protection team advice					
<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	<ul style="list-style-type: none"> Ensure there are contingency procedures in place for an outbreak considering partial or full closure, on the advice of health protection teams. 	<ul style="list-style-type: none"> Ongoing monitoring of attendance data and swift follow up on absences Upon notification of positively confirmed cases, the Headteacher or member of the Senior Leadership Team will consult Public Health LCRC on 0300 303 0450 for advice 	<p>Attendance Officer</p> <p>Karen Jones or SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
Transport					
Public transport					
<ul style="list-style-type: none"> In many areas, pupils normally make extensive use of the wider public transport system, particularly public buses. We expect that public transport capacity will continue to be constrained in the 	<ul style="list-style-type: none"> Can school start / end times be staggered to avoid peak times? 	<ul style="list-style-type: none"> Detailed September planning document outlines intended staggered drop off and pick up plans. Details of which to be 	<p>Karen Jones</p>	<p>17-21st July 2020</p>	<p>Complete 21/07/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<p>greater pedestrian access, thus easing congestion at peak times</p> <ul style="list-style-type: none"> Shower facilities opened for staff use for those who wish to walk, cycle or job to school 	Michael Scott	3 rd Sept 2020	Complete 02/09/20
Pupils who are shielding or self-isolating					
<ul style="list-style-type: none"> We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school 	<ul style="list-style-type: none"> Identify any pupils who may not be able attend school Ensure there is provision for remote education. Monitor engagement with remote education. Discuss and engage with pupils and their parents regarding any concerns around returning to school. Communicate attendance expectations on school attendance. 	<ul style="list-style-type: none"> Inclusion officer in conjunction with the attendance officer will identify pupils who are unable to attend school due to shielding or self-isolation DFE Funded Digital Learning Platform implemented and staff trained to support remote provision, including the monitoring and analysis of pupil engagement Regular attendance meetings between Inclusion officer and attendance officer will enable appropriate follow up where attendance expectations need reinforcement 	<p>Nicola Keohane / Attendance Officer</p> <p>Kirsten Beaven</p> <p>Nicola Keohane / Attendance Officer</p>	<p>Ongoing</p> <p>October</p> <p>Ongoing</p>	<p>Ongoing</p> <p>In Progress</p> <p>Ongoing</p>
School workforce					
Staff who are clinically vulnerable or extremely clinically vulnerable					

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, most staff are expected to attend school. ▪ Wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. ▪ Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. ▪ Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. ▪ People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	<ul style="list-style-type: none"> ▪ Use government advice for those who are clinically vulnerable including pregnant women. ▪ Use government advice on shielding and protecting people for those who are extremely clinically vulnerable. ▪ Adopt a flexible approach in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. 	<ul style="list-style-type: none"> ▪ Individual discussions between staff who are clinically vulnerable or extremely clinically vulnerable and the Headteacher will take place ▪ Pregnant, New Mothers, Older or BAME staff with underlying health conditions, advised to contact their GP to discuss personal risk ▪ Ongoing conversations if requested regarding physical safety, their psychological safety and their mental health ▪ Personal plan for those with concerns and reinforcement of social distancing guidance ▪ Risk assessments for higher risk staff will be re-visited in the light of the new advice on airborne transmission and higher case rates and individual arrangements put in place as appropriate 	<p>Karen Jones</p> <p>Karen Jones</p> <p>Karen Jones</p> <p>Karen Jones</p>	<p>2nd Sept 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</p> <p>2nd Nov 2020</p>	<p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>In Progress</p>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.					
<ul style="list-style-type: none"> ▪ Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). 	<ul style="list-style-type: none"> ▪ Consideration should be given to summarising risk and measures by role as 	<ul style="list-style-type: none"> ▪ Personal plan for those with concerns and reinforcement of social distancing guidance 	<p>Karen Jones</p>	<p>2nd Sept 2020</p>	<p>Complete 02/09/20</p>

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<ul style="list-style-type: none"> ▪ The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. ▪ People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. ▪ Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help schools to meet their legal duties to protect employees and others from harm. 	<p>indicated in the persons covered section at the start of this risk assessment.</p> <ul style="list-style-type: none"> ▪ Where there is a specific concern an individual risk assessment may be appropriate but this should be based on clear medical or specific need. 				
Staff working remotely					
<ul style="list-style-type: none"> ▪ Where staff do work remotely, employer health and safety responsibilities still apply. 	<ul style="list-style-type: none"> ▪ All staff working remotely to undertake DSE assessment and home working checklist. ▪ All staff to be provided guidance on setting up a safe and suitable work area. ▪ Ensure regular communication with staff working remotely. 	<ul style="list-style-type: none"> ▪ All staff working remotely to undertake DSE assessment and home working checklist. The Harrow Homeworking risk assessment template will be completed for each staff member asked to complete remote working tasks. ▪ All staff provided guidance on setting up a safe and suitable work area, given the relative 	Line Managers of affected staff	On an individual case by case basis	Ongoing

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	e.g. counselling or helplines.				
Catering					
<ul style="list-style-type: none"> We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. School kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). 	<ul style="list-style-type: none"> Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 	<ul style="list-style-type: none"> Re-opening briefing with Taylor Shaw to confirm all relevant safety procedures and government guidelines are adhered to 	Kirsten Beaven	17 th July 2020	Complete 17/07/20
		<ul style="list-style-type: none"> Communications regarding service arrangements conveyed to Area Manager and Chef Manager 	Kirsten Beaven	17 th July 2020	Complete 17/07/20
Estates / Premises					
Maintenance					
<ul style="list-style-type: none"> We do not consider it necessary for schools to make significant adaptations to their site to enable them to welcome all children back to school. We also do not think schools will need to deliver any of their education on other sites (such as community centres / village halls) because class sizes can return to normal and spaces used by more than one class or group can be cleaned between use. 	<ul style="list-style-type: none"> Carry out an end of summer holiday commission of the premises as normal including testing of fire systems and flushing through of little used water outlets. Continue with normal maintenance and inspection activities, including contractor visits ensuring that statutory maintenance and inspection is carried out. Consider if additional equipment such as wash 	<ul style="list-style-type: none"> Pre-opening checks undertaken in accordance with procedures documented ahead of June re-opening, ensuring all health and safety and premises statutory compliance activities are complete 	Kirsten Beaven	2 nd Sept 2020	Complete 02/09/20
		<ul style="list-style-type: none"> Full flush of water system outlets to take place on the day prior to staff returning, to mitigate risk associated with Legionnaires where water may be stagnant in pipes during the school holidays 	Michael Scott	2 nd Sept 2020	Complete 02/09/20

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	<p>basins, sanitising stations, or bins etc will be needed.</p>	<ul style="list-style-type: none"> ▪ Planned preventative maintenance schedule developed and ongoing monitoring of compliance reviewed by Business Manager ▪ Audit of facilities undertaken w/c 13th July with any additional procurements needs actioned and goods received before re-opening 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p>	<p>2nd Sept 2020</p> <p>17th July 2020</p>	<p>Complete 27/08/20</p> <p>Complete 22/08/20</p>
Ventilation					
<ul style="list-style-type: none"> ▪ Once the school is in operation, it is important to ensure good ventilation. ▪ In classrooms, it will be important that schools improve ventilation (for example, by opening windows). ▪ HSE advice states that the risk of air conditioning spreading coronavirus is extremely low. If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust other types of air conditioning systems. 	<ul style="list-style-type: none"> ▪ If air handling systems that move air between rooms are used that set them to use a fresh air supply and do not recirculate air. Standalone room units can operate as normal. ▪ Ensure any filters in ventilation or air conditioning systems are changed as per manufacturer instructions. Take additional care when changing filters. ▪ Keep windows open in occupied rooms wherever possible. ▪ With due regard to fire safety, doors may be temporarily propped open 	<ul style="list-style-type: none"> ▪ Fresh air ventilation systems in operation at Vaughan, which have been regularly maintained and serviced by Athena Air. ▪ Additional door guards to be purchased and installed as appropriate ▪ New finger guards purchased and installed where appropriate as increased risk of finger entrapment when doors temporarily propped open ▪ To raise awareness of the need to balance increased ventilation while maintaining a comfortable temperature, the 	<p>Kirsten Beaven</p> <p>Michael Scott</p> <p>Michael Scott</p> <p>Kirsten Beaven</p>	<p>31st August 2020</p> <p>31st August 2020</p> <p>31st August 2020</p> <p>23rd October 2020</p>	<p>Complete 27/08/20</p> <p>Complete 18/08/20</p> <p>Complete 17/08/20</p> <p>In Progress</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<p>to limit touching of door handles and aid ventilation. When an area or room is not in use all doors must be shut. Doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open.</p>	<p>following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> ▪ opening high level windows in preference to low level to reduce draughts ▪ increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ▪ providing flexibility to allow additional, suitable indoor clothing. ▪ rearranging furniture where possible to avoid direct drafts 			
Fire safety					
<ul style="list-style-type: none"> ▪ Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. where pupils and staff are located. ▪ A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. Make sure any other persons e.g. contractors on site are aware of any changes. ▪ Other emergency procedures e.g. lockdown should be reviewed as required. 	<ul style="list-style-type: none"> ▪ Review and update emergency plans and assembly points as required. ▪ Brief staff on any changes to arrangements. ▪ Consider if limited evacuation drills may be beneficial e.g. by group and especially for new pupils to the school. 	<ul style="list-style-type: none"> ▪ Staff will follow normal emergency evacuation procedures in the event of fire or lockdown situation ▪ Site Manager will check to ensure all fire cards in all classrooms are present and correct ▪ Fire Wardens will resume normal duties for their designated areas. Fire warden 	<p>All Staff</p> <p>Michael Scott</p> <p>Karen Jones</p>	<p>3rd Sept 2020</p> <p>1st Sept 2020</p> <p>20-21 July 2020</p>	<p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 21/07/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.					
Educational visits					
<ul style="list-style-type: none"> Domestic (UK) overnight and overseas educational visits at this stage are advised against. In the autumn term, schools can resume non-overnight domestic educational visits. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<ul style="list-style-type: none"> Ensure educational visit planning and approval process is in place. Ensure existing groups remain together when on visits. Consider what additional Covid-19 control measures are needed when visiting indoor and outdoor venues. 	<ul style="list-style-type: none"> The post lockdown plan indicates that educational visits will not be undertaken during the Autumn term due to complexities around travel and inability to maintain social distancing. 	Nicola Keohane	Ongoing	Ongoing
School uniform					
<ul style="list-style-type: none"> It is for the governing body of a school (or the academy trust, in the case of academies) to make decisions regarding school uniform. Some schools may have relaxed their uniform policy while only certain categories of pupils were attending. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. 	<ul style="list-style-type: none"> Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	<ul style="list-style-type: none"> Uniform expectations and clarification regarding cleaning requirements conveyed to parents in letter regarding September opening. Planned communication to parents regarding increased ventilation which may make school buildings cooler than usual over the winter months. Allowances to be made for additional, suitable indoor items of clothing to be worn during the winter period 	Karen Jones Karen Jones	17 th July 2020 2 nd November 2020	Complete 17/07/20 In Progress
Extra-curricular provision					

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. 	<ul style="list-style-type: none"> Keep children within their year groups or bubbles where possible. Where this is not possible use small consistent groups. 	<ul style="list-style-type: none"> Catering for breakfast club will be outsourced to Taylor Shaw, thus allowing breakfast club staff to supervise individual small groups Breakfast Club will operate from small and main halls thus allowing individual groups of pupils to be socially distanced After School Club will operate in Year Group bubbles and staff will be assigned to specific groups Use of outdoor space will be maximised in good weather and timetabled since being outdoors further reduces transmission risks Communication regarding no extra-curricular clubs or external provider clubs will operate from our premises during the Autumn term 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Karen Jones</p>	<p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>17th July 2020</p>	<p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 17/07/20</p>
Curriculum expectations					
Music					
<ul style="list-style-type: none"> Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if 	<ul style="list-style-type: none"> Plan provision to reduce risks e.g. physical distancing and playing outside wherever possible, 	<ul style="list-style-type: none"> Harrow Music Service undertakes small group tuition. Group size is limited to 4 students. Lessons will take 	<p>Harrow Music Service</p>	<p>3rd Sept 2020</p>	<p>Complete 22/07/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>individuals are at a distance. Schools should 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.</p> <ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	<p>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.</p>	<p>place in Library/Learning Resource Centre which offers sources of natural ventilation.</p> <ul style="list-style-type: none"> Harrow Music Staff will be responsible for ensuring government guidance re seating arrangements is adhered to No school assemblies will take place nor any extra-curricular clubs such as choir scheduled for the Autumn Term 	<p>Harrow Music Service</p> <p>Karen Jones</p>	<p>3rd Sept 2020</p> <p>17th July 2020</p>	<p>Complete 27/08/20</p> <p>Complete 17/07/20</p>
Physical activity in schools					
<ul style="list-style-type: none"> Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools are able to work with external coaches, clubs, and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so 	<ul style="list-style-type: none"> Prioritise outdoor sports wherever possible. Pupils should be kept in consistent groups. Sports equipment should be thoroughly cleaned between each use by different individual groups. Contact sports are to be avoided. 	<ul style="list-style-type: none"> Sets of specific resources will be made available to for each individual class group, with equipment being cleaned frequently and meticulously. Where there is a need for equipment to be shared between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) Outdoor playground equipment should be more frequently cleaned. 	<p>Teaching/Support Staff</p> <p>Teaching/Support Staff</p> <p>PE Lead & SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<ul style="list-style-type: none"> Further guidance is available from AfPE: COVID-19: Interpreting the Government Guidance in a PESSPA Context July 2020 A practical self-review tool for risk assessment. 		<ul style="list-style-type: none"> PE curriculum plans for the Autumn term to prioritise non-contact sports 			
Pupil wellbeing and support					
<ul style="list-style-type: none"> Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress, or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. 	<ul style="list-style-type: none"> Consider the provision of pastoral and extra-curricular activities to all pupils Provide more focused pastoral support where issues are identified that individual pupils may need help with. Consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. 	<ul style="list-style-type: none"> Pupil survey undertaken in Autumn term for those pupils who did not return to school in the summer term to ascertain areas or individuals who require additional support Health Care plans to be updated accordingly for children vulnerable to infection. Advice to be sought from the School Nurse and where appropriate, medical professionals working with the child. Identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Complete any additional risk assessments needed for individual pupils e.g due to change of location of teaching and learning area. 	<p>Nicola Keohane</p> <p>Nicola Keohane</p> <p>Nicola Keohane</p> <p>Nicola Keohane</p>	<p>7th Sept 2020</p> <p>3rd Sept 2020</p> <p>3rd Sept 2020</p> <p>3rd Sept 2020</p>	<p>Complete 22/10/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p> <p>Complete 02/09/20</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> ▪ Behaviour policy, rewards and sanctions explained to all students upon return to align on behaviour expectations ▪ Amended home school agreement developed and shared with parents and pupils, making clear expectations in light of COVID-19 measures 	<p>Teaching Staff</p> <p>Karen Jones</p>	<p>3rd Sept 2020</p> <p>17th July 2020</p>	<p>Complete 02/09/20</p> <p>Complete 17/08/20</p>
Contingency planning for outbreaks					
<ul style="list-style-type: none"> ▪ If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. ▪ In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. 	<ul style="list-style-type: none"> ▪ Have plans in place for communicating closure. ▪ Have plans in place for remote provision of education including monitoring pupil engagement. ▪ Have plans in place for remaining open only for vulnerable children and the children of critical workers. 	<ul style="list-style-type: none"> ▪ Business Continuity Plan outlines protocols and procedures in event of partial or whole school closure ▪ DFE Funded Digital Learning Platform implemented and staff trained to support remote provision, including the monitoring and analysis of pupil engagement ▪ Systems and procedures for vulnerable and key worker children already exist and we have drawn from learnings of past experience ▪ Keeping up to date with latest PHE publications and in case of an outbreak, PHE and/or Local 	<p>Kirsten Beaven</p> <p>Kirsten Beaven</p> <p>Karen Jones</p> <p>Karen Jones / SLT</p>	<p>31st Aug 2020</p> <p>Early Sept 2020</p> <p>3rd Sept 2020</p> <p>Ongoing</p>	<p>Complete 27/08/20</p> <p>Staff training taking place 14/09/20</p> <p>Complete 22/07/20</p> <p>Ongoing</p>

Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		Authority will be contacted for advice where temporary whole or partial school closure might be considered to reduce transmission			