

COVID-19 Risk Management Plan: Full Re-Opening of Schools in September 2020 and March 2021

Site / school name:	MANOR PARK ACADEMY		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Staff ▪ Catering staff ▪ Cleaners ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare / wrap-around care & education provision during COVID-19 including social-distancing and minimising contacts. ▪ Cleaning and sanitisation ▪ Food and catering services provision ▪ Property maintenance and statutory compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Mark Wilson	Date of completion:	07/07/2020
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

Record of Risk Assessment Reviews

Date of review:	3/11/2020 01/01/2021 (weekly reviews 02/21 - 05/03/21) Full review 25/02/21	Reviewed by:	Rachael Dobbie	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Changes for March 2021 highlighted in pink
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Risk Consideration Priority Matrix

	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.

Risk consideration that do not present a significant risk but could form part of the school risk management review.

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Updated Template: This document is essentially an update to the original Risk Management Plan (RMP) Template issued in May 2020 and follows the issuing of Government Guidance on Full Re-Opening of Schools from September 2020. Please click here to view the full guidance. This new template essentially contains all of the sections found in the original version, however, and to take account of the new Government guidance:</p> <ul style="list-style-type: none"> ➤ Sections highlighted in yellow will need to be reviewed / updated as necessary by the schools in light of the new Government guidance - please note that there will be some resultant changes to wording / content of the Risk Consideration descriptor in relation to these yellow sections. ➤ Sections that are “greyed-out” are, in principle, unaffected by the new Government guidance and the management arrangements / actions / methodology identified in your previous RMP will remain generally appropriate, however, you must still consider their adequacy going forward for the purposes of this updated RMP in the event that those arrangements need revising or upscaling to account for the increased school population on full re-opening. Some updating may also be required to take account based on experience and “lessons learned” since partial re-opening in June ➤ An Appendix (red section) has been incorporated at the end of this document in order to capture brand new issues presented by the new Government Guidance that schools must consider and address with satisfactory management arrangements, further actions and a RAG-Rating. – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates. 				
Social-Distancing & Minimising Contacts	<p><i>Description of the prioritised areas of risk and issues identified by the Trust as requiring consideration as part of this Risk Management Process - example below:</i></p> <p>Schools should review the allocation of space available for education activities in order to minimise the number of contacts that a pupil has during the school day and to maximise social-distancing between those in school as much as is reasonably possible. Please confirm general arrangements for grouping children together (“bubbles” - e.g. by class or year group); avoiding contact between separate bubbles and maximising social-distancing within</p>	<p><i>Please identify and describe how each risk consideration factor has been reviewed, rationalised and applied (or achieved differently / improved upon) at school level and what management arrangements have been put in place.</i></p> <ul style="list-style-type: none"> • The full capacity would be 412 pupils across Year Groups: • Bubbles at Manor Park ■ Bubbles by classes wherever possible • Drop off ■ Drop off – zoned waiting areas. • One way system – new path installed on the field for EYFS & KS1 	<p><i>Identify and describe any additional actions or management arrangements that will need putting in place, over and above those already implemented, in order to ensure that risks are mitigated and managed effectively.</i></p> <ul style="list-style-type: none"> ■ PE to either be taught outside or kept in class bubbles if taught inside. ■ Minimise mixing of classes in PE wherever possible. ■ Siblings can attend clubs with a different bubble if requested due to logistical difficulties. RD must be contacted to arrange this. 	<p><i>Identify any residual risks and issues that require further action and / or support and apply a RAG rating colour as per the matrix at the end of this document.</i></p>

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	<p>bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.</p>	<ul style="list-style-type: none"> ▪ Line up at zone on map and go in as a whole class ▪ Nursery 08:30 ▪ Reception 08:30 ▪ Y1 08:40 ▪ Y2 08:45 ▪ Y3 08:50 ▪ Y4 08:40 ▪ Y5 08:45 ▪ Y6 08:50 ▪ Classes must not go in before their times unless it is raining/snowing heavily ▪ New marking and feedback policy in place. 		
	<p>Class layouts will need to be adapted (possibly pupils forward-facing / side by side) and placed in such a way to reduce pinch points, ensuring that free movement is possible and to maximise social-distancing. Ideally, adults should maintain a 2m distance from each other, and from children. Close face to face contact should be avoided and time spent within 1 metre of anyone should be minimised.</p>	<ul style="list-style-type: none"> ▪ In reception children and nursery will social distance where possible ▪ Door and windows will remain open to aid air flow but a balance will be created to maintain a suitable temperature (eg. Opening windows at some point each lesson to enable air flow or opening windows when children are not in class) ▪ Fire drill completed and recorded on parago ▪ Placement will allow for flow to the door so fire exiting can be achieved safely ▪ Surfaces will be wiped down regularly ▪ Equipment will need to be cleaned down daily including toys, lego etc There are two handheld steamers 	<ul style="list-style-type: none"> ▪ Windows in all areas must remain open at all times. ▪ Children, and adults, are welcome to wear additional jumpers/fleeces in class. ▪ Adults from other bubbles must not enter the classroom of another bubble. 	

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		<ul style="list-style-type: none"> ▪ Agreed new timetables and confirm arrangements for each year group to allow for reduced interaction between year groups. ▪ Classroom size and numbers reviewed through daily planning. ▪ Spare furniture removed that will not be used. ▪ Clear signage displayed in classrooms promoting social distancing. ▪ Hand washing facilities identified for each learning zone as well as free standing sanitiser stations ▪ Arrangements in place to support pupils when not at school with remote learning at home. ▪ Classes stay together with their teacher, TA and LTS and do not mix with other pupils. ▪ Wherever possible, adults must not enter another bubble unless it is for educational or safety purposes. ▪ Adults must distance themselves 2m from children whenever possible. ▪ Adults must ensure they stay at least 2m away from other adults (regardless of bubble) unless a face mask is worn – even with a facemask on, time spent withing 2m must be limited. ▪ Encourage use of outdoor space, weather dependent ▪ Stagger lunchtimes to align with staggered start and finish times. 		

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		<ul style="list-style-type: none"> ▪ Limit lunch menus to offer a set nutritionally balanced menu eg. One vegetarian, one non-vegetarian option. ▪ Classrooms ▪ Tables in classrooms to be forward facing. ▪ Children to be encouraged to play and learn side by side and not facing wherever possible. 		
	<p>Lock off any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</p>	<ul style="list-style-type: none"> ▪ All pupil movement will be monitored by adults ▪ Computer suite locked off ▪ Library to be used by Y1 phonics group only – Library books supply age appropriate (to each year group). ▪ Home readers when returned are quarantined for 72 hrs ▪ Hall cleaned between uses. ▪ Rainbow room only to be used by Y3 phonics group. ▪ 		
	<p>Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop-off and pick-up arrangements.</p>	<ul style="list-style-type: none"> ▪ Car parking is sufficient and is a low risk ▪ Staff being aware of social distancing when exiting their cars and at the end of the school day and not all arriving or leaving at the same time ▪ Car park barrier to be closed during the school day to avoid any additional users 	<ul style="list-style-type: none"> ▪ 	
	<p>Implement people-management at key times of the day to maintain social-distancing and to minimise contacts such as at pupil drop-off, break times, lunchtime and pupil pick-up.</p>	<ul style="list-style-type: none"> ▪ Entrance and exits to school building ▪ Children to social distance when lining up on the playground. 	<ul style="list-style-type: none"> ▪ Adults must remind children to socially distance on the playground at the start and end of the day. 	

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		<ul style="list-style-type: none"> ▶ Adults to encourage children to play games that are socially distanced where possible. ▪ EYFS to use own entrance by EYFS big shed. ▪ Y1,2 use double door entrance ▪ 3 use bottom corridor entrance ▪ Y4,5, 6 to use top corridor entrance ▪ Difficulty of one-way stairs. Line down middle of stairs and keep left policy. ▪ Playtimes ▪ EYFS own playgrounds/toilets ▪ KS1 and Y3 stagger playtimes – Y1 then Y2 and then Y3 to manage space and maintain bubble and manage toilet facilities and corridor congestions. ▪ KS2 (Y4-6) stagger playtimes – Y4 then Y5 and then Y6 to manage space and maintain bubble and manage toilet facilities and corridor congestions. ▪ Lunchtimes ▪ 2 hall capacity for lunch (use both halls) ▪ Timetabled ▪ Midday staff to manage outdoor spaces. ▪ Dinner choices to be managed in advance on 2 week rolling program ▶ 30 mins lunch & 30 mins play ▶ Timetabled 	<ul style="list-style-type: none"> ▪ LTS to organise socially distanced games at lunchtime. ▪ Adults to remind children to keep distant at breaktime. ▪ No games where physical contact is part of it are allowed. ▪ Children to be discouraged from physical contact at all times. ▪ Adults refrain from any physical contact with children at all times unless it is unavoidable. 	

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	<ul style="list-style-type: none"> • Adults to encourage children to play games that are socially distanced where possible. 		
<p>Ensure that the responsibility for and management of any facilities shared with third-parties is clearly agreed and defined as is the interface with any third-parties in the shared use of those facilities in order to maintain effective social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> ▪ Cleaning contractors to attend when all pupils have left the premises ▪ Additional cleaner during the day to clean high contact points • Before and after school clubs are in bubbles ▪ Breakfast club is in bubbles. 	<ul style="list-style-type: none"> ▪ Siblings of children attending sports clubs can take part if absolutely necessary (e.g. logistics). 	<ul style="list-style-type: none"> •
<p>Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.</p>	<ul style="list-style-type: none"> ▪ Via a letter from the HT emailed and posted on the school website and Facebook page ▪ Video and aerial view of the school and systems to be emailed and posted on social media ▪ Class Dojo 		<ul style="list-style-type: none"> •
<p>Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> ▪ Signage visible both internally and externally demonstrating appropriate 2m distances and to act as a reminder and this is in place ▪ 2m distancing signs around the playground 	<ul style="list-style-type: none"> • To investigate multiple languages especially for the playground ▪ More signage discouraging gathering at collection and drop off times and prompt leaving after collection and drop off. 	<ul style="list-style-type: none"> •
<p>It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic year (or 1st August 2020 as applicable) including those that are deemed clinically vulnerable, extremely clinically vulnerable, those with underlying health conditions and / or those who may otherwise be at increased risk from COVID-19. Please contact HR with regard to any specific questions concerning staff in these categories.</p>	<ul style="list-style-type: none"> ▪ All staff have made themselves available including those with NHS letters ▪ PPE available ▪ This includes masks, gloves and disposable aprons ▪ School working day 8.30am-3.40pm 		<ul style="list-style-type: none"> •

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	<p>Display signage prominently at site entrances to encourage social-distancing and minimising contacts (multiple-language signage where necessary).</p>	<ul style="list-style-type: none"> ▪ Signage visible both internally and externally demonstrating appropriate 2m distances and to act as a reminder and this is in place ▪ New a-frame sign in office to discourage parents from entering unless absolutely necessary 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Limit parent vehicular access to car parks to essential car-users only - this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis.</p>	<ul style="list-style-type: none"> ▪ No parents have access to the school car park ▪ External school entrances have zigzag markings 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Staff engaged in managing pupil access and egress from main site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social-distancing requirements and prevent unnecessary access.</p>	<ul style="list-style-type: none"> ▪ Three entry and exit points for pupils and parents ▪ Teachers outside on playground at the start and end of the day to supervise ▪ SLT members to monitor movement in the playgrounds before and after school 	<ul style="list-style-type: none"> ▪ 'Mind the gap' reminders from all staff ▪ Adults to ensure all children social distance when lining up on the playground. ▪ Adults to encourage children to play games that are socially distanced where possible. ▪ No physical contact at any time. 	<ul style="list-style-type: none"> ▪
	<p>Where possible, designate communal facilities such as toilets, cloakrooms and cycle racks to nearby discrete groups to reduce unnecessary pupil movement within school and assist social-distancing and minimise contacts - portable coat racks and cycle racks could be relocated.</p>	<ul style="list-style-type: none"> ▪ Each Year group has an allocated floor so movement can be monitored safely on each floor with minimal contact with the other floors ▪ No stationary necessary or additional equipment because all will be provided 	<ul style="list-style-type: none"> ▪ Ensure all classes still have pencil cases for each child and are well stocked with equipment 	<ul style="list-style-type: none"> ▪

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	Where possible designate one primary entrance to the school site and one, separate, primary exit - where this is not possible; entrance to and exit from sites at drop-off and pick-up times should be managed and supervised to maintain social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ Three entry and exit points for pupils and parents ▪ SLT members to monitor movement in the playgrounds before and after school 	<ul style="list-style-type: none"> ▪ 'Mind the gap' reminders from all staff ▪ Adults to ensure all children social distance when lining up on the playground. 	<ul style="list-style-type: none"> ▪
	Implement one-way systems for people-movement around the outside of and between buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ Each Year group has an allocated floor so movement can be monitored safely on each floor with minimal contact with the other floors ▪ Ensuring that a system of moving out from the dining hall means that Bubbles do not cross over 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Designate one primary entrance to each building (and one, separate, primary exit).	<ul style="list-style-type: none"> ▪ Each floor has one entry and exit point ▪ Escorting pupils around the building to avoid unnecessary contact 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.	<ul style="list-style-type: none"> ▪ Signage is visible and clear markings on the floor ▪ Escorting pupils around the building to avoid unnecessary contact 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	All pupil movement (individual or groups) within the school site and buildings to be supervised and managed. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.	<ul style="list-style-type: none"> ▪ As above with staggered starts, finishing and playtimes and lunchtimes 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social-distancing and minimise contacts with others - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).	<ul style="list-style-type: none"> ▪ Movement will be limited. When children arrive, they will go straight to their rooms ▪ All movement will be escorted both at playtimes and lunchtimes ▪ Day one training the children on how to move around the building 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

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	Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks - key holders for such doors, particularly primary entrances and exits, must be appointed with at least two key holders always on-site at any one time.	<ul style="list-style-type: none"> ▪ Site is externally secure with fobs. ▪ Internal doors where appropriate will be open to avoid physical contact with handles to allow for a free flow ▪ SLT members will be monitoring the playground at drop off and collection 		<ul style="list-style-type: none"> ▪
	Limit use of passenger lifts to essential users and only one at a time.	<ul style="list-style-type: none"> ▪ Lift only to be used with employees with a PEEP plan ▪ Lift still to be cleaned daily 		<ul style="list-style-type: none"> ▪
	Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a “give-way system” with provision of safe areas to wait in order to maintain social-distancing and minimise contacts.	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	<ul style="list-style-type: none"> ▪ Barrier tape and markings are clearly labelled so staff and pupils can stay at safe distances ▪ SLT and Site Supervisor to monitor signage ▪ Adults to keep a 2m distance from each other 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	Only one adult to accompany children to and from school - place notification signage outside the school entrances.	<ul style="list-style-type: none"> ▪ Letter to parents will clearly state the expectations to minimise bodies on the school site ▪ Information sharing ▪ Newsletter for all parents with generics from RMP for September arrangements ▪ Individual class newsletter from each teacher/TA for their new class for September. Include class specific details – drop off 	<ul style="list-style-type: none"> ▪ Social distancing/mask wearing reminder put on dojo ▪ Video of new one way system in KS1 put on dojo 	<ul style="list-style-type: none"> ▪

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		<ul style="list-style-type: none"> and collection etc. Could also include photograph of classroom set up. ▪ One page document of school policy on suspected cases and procedures to follow – see flowchart ▪ Reminder put on Class Dojo 		
	<p>Extend and phase / stagger start / end times and the time windows for pupil drop-off and pick-up; stagger breaks times / lunchtimes all to facilitate ease of management of pupil movement, social-distancing and minimising of contacts. This is likely to mean significant restructuring to the school day and / or time extensions to both ends of the school day and not the implementation of rotas.</p>	<ul style="list-style-type: none"> ▪ As above with staggered starts and finishing times 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Phasing / timings of pupil drop-off and pick up to be communicated to parents to avoid unnecessary gatherings of people.</p>	<ul style="list-style-type: none"> ▪ School timings and drop off and collection arrangements will be sent in a letter to parents ▪ This will be emailed and posted onto the Facebook page plus website and Class Dojo 	<p>Reminder of start times to be put on dojo</p>	<ul style="list-style-type: none"> ▪
	<p>Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.</p>	<ul style="list-style-type: none"> ▪ (See above) 	<ul style="list-style-type: none"> ▪ New one way system in KS1 ▪ KS2 one way system effective 	<ul style="list-style-type: none"> ▪
	<p>Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social-distancing and minimise contacts.</p>	<ul style="list-style-type: none"> ▪ (See above) 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene, social-distancing and minimise contacts in-line with guidance issued separately by Estates.</p>	<ul style="list-style-type: none"> ▪ Contractors to be managed by the Site Supervisor and to be working away from designated pupil areas ▪ Deliveries to be left in the main entrance and to be dealt with by the site supervisor 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

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		<ul style="list-style-type: none"> As much as possible contractors to be in the building when the pupils and majority of staff have left 		
	With the use of new areas for teaching and activities, there may be parts of the school occupied that would otherwise be empty or little used. Please review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed, please agree with Estates.	<ul style="list-style-type: none"> That all emergency routes will have access such as external doors are attached to the fire alarm and disarm when the alarm sounds 	<ul style="list-style-type: none"> Routine checks by the site supervisor to ensure that routes are clear 	
Fire	All new starters must be aware of fire safety arrangements, and in the event of any alterations to fire safety arrangements this change must be relayed to all staff. Pupils returning must be inducted and told of any alteration that may impact on their safety.	<ul style="list-style-type: none"> Site Supervisor to inducted New Ex Head teacher and go through the policy, procedures and the list of Fire Marshalls 		
	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick and supported by site familiarisation). Schools and staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority.	<ul style="list-style-type: none"> All fire marshals have up to date training and there is an allocated FM on each floor List can be provided on request 		
	For staff or pupils that require any assistance in the event of a fire, a PEEP must be completed. Where assistance is needed in the event of a fire, it must be acknowledged that social-distancing requirements may not be met, but life safety must be prioritised in the event of a fire. NOTE: <i>It is recommended that those staff for pupils needing physical assistance are consulted and agree. In the failure of agreement, they are to follow the governments self-isolation or shielding guidance. In the event of direct physical assistance, it must be</i>	<ul style="list-style-type: none"> Current Staff (x2) with up to date PEEP and both will need to access the lift SBM to review PEEP and update if required 		

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	<i>understood that social-distancing is secondary to the life safety of occupants.</i>			
Health & Medical Needs	The requirement to provide suitable, appropriately qualified first aid cover to all staff and pupils has been assessed with suitable first aid and / or paediatric first aid provided. Access to first aid facilities is maintained and the school suitable stocked with first aid sundries.	<ul style="list-style-type: none"> ▪ All staff have up to date training with basic first aid ▪ PFA ratios are available in EYFS ▪ SBM to review PEEP and update if required ▪ Stock check needs to be carried out Sept 1 ▪ All children coming onsite will have their medical needs check especially those with asthma 		•
	Staff or pupils with medical / intimate care needs have been assessed and relevant consents in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE when required (e.g. where 2m social-distancing cannot be maintained). Guidance from LA has been provided to manage pupils with intimate care needs.	<ul style="list-style-type: none"> ▪ Those in the high-risk categories have the NHS letter as evidence ▪ PPE is available for all staff if requested ▪ PPE training recap carried out in September ▪ Intimate care plans in place for those who need them 	▪	•
Security	Consideration has been given to the security of high value items and personal belongings, ensuring that the school remains secure whilst in operation.	<ul style="list-style-type: none"> ▪ Staff are not encouraged to bring high value items in and to take care of their personal items such as mobile phones, wallets, handbags etc ▪ Staff have lockable draws and cupboards 	▪	•
	For areas of the school which are not fully staffed; consideration is given to the main entry and exit points to the school, with suitable arrangements in place to ensure the security of the school from unauthorised visitors.	<ul style="list-style-type: none"> ▪ Entry points are fobbed ▪ Site Supervisor lives onsite ▪ The car park is barriered ▪ Gates to the playground are locked once pupils have entered from 9.00am and opened again at 3:05pm 	▪	•

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Cleaning & Personal Hygiene		<ul style="list-style-type: none"> CCTV in operation on main entrance, back entrance, and other key parts of the site such as the corridors and car park 		
	The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	<ul style="list-style-type: none"> Cleaning contractors who will be onsite at the end of school daily Anti-bacterial sprays to be available in each pupils' designated area Areas to be wiped down regularly LTS to ensure that the dining hall is sufficiently cleaned including door handles Cleaning to be monitored by LTS line manager and SLT 		
	Staff or contractors engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties. Risk assessments are in place for cleaning activities and chemicals not accessible to staff or pupils. Please refer to the Estates guidance on cleaning - NOTE that this guidance will be updated further when new information is released by the Government in late July 2020.	<ul style="list-style-type: none"> We Clean LTD to ensure their staff have all the necessary PPE equipment SBM to check with the Cleaning company to do additional toilet cleans between 11-1pm – in place This will include high volume areas 		
	Cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants. Staggering of lunchtimes should take account of the need to clean dining hall surfaces between groups / bubbles.	<ul style="list-style-type: none"> Contract to clean between 3.30pm-6pm With an additional cleaning of toilets and other key areas between 11am-1pm 		
	The school has maintained good supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's hands on arrival / before going into classrooms, before changing rooms, following breaks,	<ul style="list-style-type: none"> Soap, hand sanitiser is in supply and adults to monitor handwashing on the hour and before breaks and after breaks and before and after food. Toilet stops will be escorted by an adult 	<ul style="list-style-type: none"> We Clean Head supervisor to check when work is completed 	

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	before / after meals, following the use of toilets etc.			
Property	The school has ensured that relevant property statutory compliance checks have been completed and records updated on Parago. Daily, weekly and monthly checks have been reinstated and pre-opening checklist has been re-visited / completed prior to September re-opening.	<ul style="list-style-type: none"> Site Supervisor lives onsite Parago to be updated Checks have been completed including legionella Site was checked by HoS, SBM and Site Supervisor Sept 1 All staff will be given clear expectations on the INSET day before opening 	<ul style="list-style-type: none"> Temporary site managed has resumed checks on Parago RMP to be sent to staff before 26th February Signed forms to confirm RMP has been read and understood. 	
	All serious property concerns have been raised with the Estates Team and appropriate steps in place to ensure the safety of all building occupants.	<ul style="list-style-type: none"> Good communication between Estates and School 	<ul style="list-style-type: none"> Pending work timeline in place 	
Food Service	The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained that that pupils are served food in a way that maintained good principals of social-distancing. Arrangements must be in place to ensure that school kitchens comply with Guidance for Food Businesses on Coronavirus.	<ul style="list-style-type: none"> Kitchen has been deep cleaned whilst in partial closure Dinner choices to be managed in advance on 2 week rolling programme Kitchen staff to maintain social distancing and signage to be visible marking workstations Markings for a one-way system is in place 	<ul style="list-style-type: none"> Contingency if a member of the kitchen staff contracts Covid 19 and the kitchen needs to close Liaison with local R2 schools for emergency packed lunches 	
	Food serving areas have been reviewed and queuing and seating arranged to support good social-distancing principals and where needed phasing of lunch and breaks to disperse peak demands on food service.	<ul style="list-style-type: none"> Tables will be cleaned thoroughly before the next sitting Screen over the serving area to protect staff and children LTS have been given guidance training on how to manage the dining hall to ensure safety 		
	Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service.	<ul style="list-style-type: none"> Allergy advice and medical needs will be reviewed on Day one pending which children attend 		

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
APPENDIX: NEW RISK CONSIDERATIONS	Consideration has been given to the resumption (be it fully or built-up over time) of any breakfast and / or after-school provision (excluding non-contact sport) from the start of the Autumn term such consideration must take account how schools can make such provision work alongside their wider protective measures, e.g. keeping children within their bubbles or year groups 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"> ▪ Toast to be delivered to classrooms from 9am ▪ Breakfast club and after school clubs will be in bubbles from 8th March. ▪ Place at breakfast club to be booked by Monday for following Monday. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	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 whilst still allowing for a break of a reasonable length during the day.	<ul style="list-style-type: none"> ▪ Encourage staff to eat in classrooms and only use the staffroom for heating and storing food 		<ul style="list-style-type: none"> ▪
	Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.	<ul style="list-style-type: none"> ▪ Windows and doors to remain open at all times to aid air flow – staff to facilitate this to ensure temperature enables children to learn effectively. 		<ul style="list-style-type: none"> ▪
	Consider how to clearly communicate and implement a process for removal and disposal of face coverings when pupils / staff who use them arrive at school.	<ul style="list-style-type: none"> ▪ PPE training provided and double bagging essential ▪ Recap training in Sept 		<ul style="list-style-type: none"> ▪
	Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with enough tissues and bins available in the school to support pupils and staff to follow this routine.	<ul style="list-style-type: none"> ▪ Good supply of stock available including tissues ▪ Training given to children on day 1 and regular reminders 		<ul style="list-style-type: none"> ▪
	Arrangements are in place for staff and pupils to bring in their own frequently-used equipment (e.g. pens, pencils etc.) to avoid sharing. Alternatively, a consistent set of equipment allocated by the school to specific individuals should be considered.	<ul style="list-style-type: none"> ▪ (see above) 		<ul style="list-style-type: none"> ▪
	Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols and the NHS Test & Trace process	<ul style="list-style-type: none"> ▪ All staff to sign to say they have read and understood this process ▪ Copy signed for personnel files 	<ul style="list-style-type: none"> ▪ All staff to sign to say they have read and understood this process 	<ul style="list-style-type: none"> ▪

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	and, in respect of the latter, that relevant information has been passed on to staff and parents / carers.		Copy signed for personnel files	
	Appropriate arrangements are in place for engaging with the Local Health Protection Team in the event of a confirmed case of COVID-19 as identified by NHS Test and Trace or beyond in the case of a potential wider outbreak.	<ul style="list-style-type: none"> ▪ Links to community organisations and reporting system in place including recording on parago ▪ DfE Covid helpline – 08000468687 ▪ Local PHT - 03442253560 		•
	Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.	<ul style="list-style-type: none"> ▪ Kits can be ordered and have them available if required ▪ Kits in stock 		•
	In the case of a COVID-19-symptomatic child awaiting collection; provide, if possible, a suitable room where they can be isolated behind a closed door, depending on the age / needs of the child with, if required, appropriate adult supervision (wearing appropriate PPE). Ideally, a window should be opened for ventilation. If this is not possible then establish an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate facility if possible. The facility used must be thoroughly cleaned and disinfected before use by anyone else.	<ul style="list-style-type: none"> ▪ Bottom floor REAch2 hub for all cases ▪ Use of disabled toilet on bottom floor if child needs toilet during isolation. ▪ Staff must wear PPE whilst escorting pupil or staff member ▪ Immediately report to SLT via walkie-talkie 	▪	•
	Any dedicated transport services align with the principles underpinning the management controls set out elsewhere in this Risk Management Plan, e.g: <ul style="list-style-type: none"> • Transport groups reflect school groupings. • Organised queuing. • Hand sanitiser on boarding / disembarking. • Cleaning of vehicles. • Social-distancing within vehicles. 	<ul style="list-style-type: none"> ▪ Risk assessments to be acquired from coach companies and put on file ▪ Read and understood by necessary staff ▪ School trips not to start until a review has taken place 	▪ Still no school trips – Spring 2	•
	Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic	<ul style="list-style-type: none"> ▪ Pupils are encouraged to walk to school 	▪	•

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	capacity by encouraging walking to school, implementation of "Walking Buses" etc.	<ul style="list-style-type: none"> ▪ Majority of pupils live local, and others are transported by car 		
	In EYFS settings, suitably qualified staff to child ratios are in place that meet regulatory requirements and ensure that the quality of care, safety and security of children is maintained - this provision must also include, where necessary, a suitable separate "baby room" or suitable partitioned-off area.	<ul style="list-style-type: none"> ▪ All ratios are met including PFA ▪ One current intimate care plan - Nursery 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

Other Risks / Issues for School Leaders to Address:

<p><i>List identified issues e.g. local community, organisational issues etc.</i></p>	<ul style="list-style-type: none"> ▪ Parents attending the school office will be encouraged to do this by telephone ▪ Parents will not be allowed to enter the main foyer unless they have made an appointment ▪ They will not be allowed to wait inside but to queue outside 2m apart. This will be monitored by Site Supervisor in the morning and at the end of the school day ▪ Request daily changes of clothes where possible to reduce the risk of infection ▪ Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family ▪ Brokerage of access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents ▪ https://www.forwardthinkingbirmingham.org.uk 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
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	<ul style="list-style-type: none"> ▪ Markings to be put into the foyer near the front office hatch to be 2m away ▪ Screen to be put on the hatch to the office for additional protection ▪ Extras ▪ Doorstops ▪ Umbrellas ▪ Walkie talkies ▪ Thermometers per bubble ▪ All of the above has been actioned 		
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Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues identified but management process in place within the school or trust to manage them.	2
High	Significant risk items identified that require rectification, or risk items beyond the school capability to manage.	3

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done on a monthly basis from September 2020) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ Consider and complete the five risk sections below with satisfactory management arrangements, further actions and a RAG-Rating - remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Copy and paste this completed Appendix to the end of your current / reviewed Risk Management Plan. ➤ Any questions, please contact Estates. 			
<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> ▪ All adults (except for those with exemptions) will wear face masks in communal areas in the school building. 	<ul style="list-style-type: none"> ▪ Already in place. 	<ul style="list-style-type: none"> ▪ Some staff are exempt, but they have already made that known.
<p>Suitable arrangements are in place to protect pupils who are considered clinically extremely vulnerable. NOTE: <i>In tier 4 areas, all children still deemed clinically extremely vulnerable are advised not to attend school. In tiers 1 to 3 those who remain in the clinically extremely vulnerable group should continue to attend school unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</i></p>	<ul style="list-style-type: none"> ▪ No clinically extremely vulnerable children in school. 	<ul style="list-style-type: none"> ▪ AS to determine if any new starters are clinically extremely vulnerable. 	<ul style="list-style-type: none"> ▪
<p>In Tier 4 areas, and over and above the risks assessed in the section “Social-Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p>	<ul style="list-style-type: none"> ▪ No clinically extremely vulnerable adults in school. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> ▪ No current pregnancies. 	<ul style="list-style-type: none"> ▪ DH to alert RD if any pregnancies arise. 	<ul style="list-style-type: none"> ▪
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England - Coronavirus ▪ Association for Physical Education - Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools - Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ PE lessons take place for 2 hours each week. ▪ PE to be outside whenever possible. ▪ PE to be taught in class bubbles if it is being taught inside. ▪ Only 1 bubble PE session per day except Mondays (hall is cleaned between use at lunchtime). ▪ Physical activity at break and lunchtimes encouraged also. ▪ Sports clubs offered in bubbles after school. 	<ul style="list-style-type: none"> ▪ LTS to organise socially distanced games for their bubbles at lunch time. 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Instructions for Using This Appendix:</p> <ul style="list-style-type: none"> ➤ Firstly, undertake a review of your current Risk Management Plan (this should have been done as a matter of course on a monthly basis from September 2020; weekly going forward from January 2021) to ensure its adequacy going forward in the event that management arrangements need revising or updating and to take account of experience and “lessons learned” since September. ➤ This Appendix is designed to be an addendum to the Risk Management Plans completed in July 2020 for full re-opening of schools in September 2020 – it captures brand new issues presented by the latest Government Guidance issued on 30th December 2020 and on 7th January 2021. ➤ Accordingly, this appendix replaces the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021” ➤ Consider and complete the risk sections below with satisfactory management arrangements, further actions and a RAG Rating – remember that the requirement is for sensible and proportionate control measures which follow the health & safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u> ➤ Note that sections that are “greyed-out” have not changed in this new iteration and can be copied / pasted across from the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” Sections highlighted in yellow have changed somewhat in light of the latest Government guidance – schools will need to review / update these sections appropriately. ➤ Copy and paste this completed 9th January Appendix to the end of your current / reviewed Risk Management Plan. ➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.” ➤ Any questions; please contact Estates. 			
<p>Notwithstanding arrangements identified above for managing social distancing and minimising contacts for full opening; until February half-term the school is to cap pupil numbers based on the Maximum Occupancy Figure calculated by Estates in May 2020. This figure must then be reviewed (if necessary and downwards) based on a robust, school-specific assessment that takes account of factors including:</p> <ul style="list-style-type: none"> ▪ Full opening of nursery provision (wef 18-1-2021). ▪ Face-to-face provision for vulnerable children as priority 1. ▪ Face-to-face provision for critical worker children as priority 2. ▪ Remote learning for all other pupils. ▪ Availability of staff for face-to-face delivery. ▪ Availability of staff for remote learning. ▪ Staff who are absent / shielding. 	<ul style="list-style-type: none"> ▪ See separate school assessment. ▪ Bubbles set out as follows: N/R Y1 Y2 Y3 Y4 Y5 Y6 ▪ Maximum capacity of bubbles is 15. ▪ Nursery is open (as of Monday 18th Jan). ▪ Robust remote learning plan in place. ▪ Rotas in place. 	<ul style="list-style-type: none"> ▪ Capacity set at 231 in summer term 2020. ▪ Current numbers averaging 60 per day. 	

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> ▪ Timetabling and adjustments to the school day (including rotas where necessary / appropriate). ▪ Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care. ▪ Safeguarding requirements / limitations. ▪ Social distancing and minimising contacts (individuals and groups). ▪ Space availability and utilisation. ▪ Wraparound care provision. ▪ Bubble groups that are, as far as possible: <ul style="list-style-type: none"> ○ Manageable ○ Effective ○ Small (as possible) ○ Consistent ○ Exclusive from other groups ○ Safe ○ Aimed at not exceeding individual room occupancy capacities / figures (May 2020). ▪ HS&W requirements of staff and pupils generally and in the context of COVID-19. ▪ Provision for regular review / update weekly and / or as circumstances change. 	<ul style="list-style-type: none"> ▪ Teachers delivering learning online from home and school if they are on the rota. ▪ TAs and teachers in school delivering face to face learning and ensuring children access their class teams meeting. ▪ Break and lunchtimes still staggered. ▪ Start and end of the day still staggered. ▪ Two bubbles on the playground at break and lunchtime – different year groups do not interact and use a separate part of the playground. ▪ SEND pupils supported through individualised home learning packs. ▪ Weekly review (minimum) in place. 		
	<p>Over and above the risks assessed in the section “Social Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable pupils to not be in school / can access remote learning.</p>	<ul style="list-style-type: none"> ▪ CEV pupil (1) not in school – learning at home set up and pupil has been given a laptop to use while shielding. 	<ul style="list-style-type: none"> ▪ Teacher to check in with mum once a week to check everything is ok. ▪ Child is accessing home learning well and submitting home learning. Class teacher to ensure feedback is given to all work. 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Over and above the risks assessed in the section “Social Distancing & Minimising Contacts” (see above); suitable arrangements are in place to enable clinically extremely vulnerable staff to not be in school / work from home.</p> <p>NOTE: <i>Clinically vulnerable staff can continue to attend school where it is not possible to work from home.</i></p>	<ul style="list-style-type: none"> • No CEV staff in school. • CV staff (as with all staff) have been individually risk assessed. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus. Ensure that suitable and sufficient individual risk assessments (under MHSW 1999) have been undertaken in relation to pregnant members of staff and which address the elevated risks posed by COVID-19.</p> <p>NOTE: <i>Pregnant women should not be required to continue working if this is not supported by the risk assessment.</i></p>	<ul style="list-style-type: none"> • No pregnant staff. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>In terms of COVID prevention; provide confirmation that essential measures are in place for minimising 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.</p>	<ul style="list-style-type: none"> • Current systems in place. These have been sent as a reminder again and discussed in staff meeting. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>What arrangements are in place (as recommended by the guidance) to record any close contact that takes places between children and staff in different groups?</p>	<ul style="list-style-type: none"> • Staff to record close contacts on centrally available area on teams. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
	<p>In schools where social distancing between staff and / or visitors is not possible in indoor areas outside of classrooms; consider the discretionary requirement to ask staff and / or visitors to wear (or agree to them wearing) face coverings in these locations.</p>	<ul style="list-style-type: none"> • Face coverings are worn in all communal areas as standard. • Space used by any visitors is big enough to social distance in. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<p>Provide confirmation that arrangements for managing the use and disposal of face coverings (as referenced elsewhere in the RMP) also include provision for individuals with face covering exemptions.</p>	<ul style="list-style-type: none"> ▪ Line managers are aware of staff who are exempt. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>PE lessons are prioritised around the use of outdoor spaces. Where this is not possible; large indoor spaces should be used maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>NOTE: <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> ▪ Grassroots Sports Guidance ▪ Guidance for Providers of Sports Facilities ▪ Sport England – Coronavirus ▪ Association for Physical Education – Coronavirus ▪ Youth Sport Trust - Coronavirus ▪ Returning to Pools – Guidance ▪ Using Changing Rooms Safely 	<ul style="list-style-type: none"> ▪ PE sessions outside where possible. ▪ Hall is very well ventilated if PE has to be taught indoors. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
	<p>In terms of Music, Dance & Drama (including Music teaching in groups and individual 1-2-1's); provide confirmation of the arrangements in place to maintain social distancing and minimise transmission of COVID-19.</p> <p>NOTE: <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<ul style="list-style-type: none"> ▪ No music 121 taking place. ▪ No music groups taking place. ▪ Music lessons do not involve singing or shared instruments. ▪ Any dance or drama sessions are socially distanced. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

APPENDIX: NEW RISK CONSIDERATIONS – 9TH JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p>Provide confirmation that Fire Safety Systems / procedures are fully operational, tested and recorded in Parago, such as:</p> <ul style="list-style-type: none"> • Alarm systems • Fire doors • Emergency lighting • Fire drills (socially-distanced) 	<p>• See Parago Compliance Module.</p>	<p>• See Parago Compliance Module.</p>	<p>• See Parago Compliance Module.</p>

Record of Weekly Risk Management Plan Reviews

Review Date:	12/01/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ First review.
Review Date:	21/01/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes
Review Date:	28/01/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes
Review Date:	04/02/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ No changes
Review Date:	11/02/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ Bubble organisation changed
Review Date:	25/02/21	Reviewed by:	R Dobbie	Comments / Notes:	<ul style="list-style-type: none"> ▪ Updates for school opening 8th March highlighted in pink
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪
Review Date:		Reviewed by:		Comments / Notes:	<ul style="list-style-type: none"> ▪