

**Actions to be taken which apply to all schools planning for reopening from 1st September 2020.**

Persons at risk	All people on site		
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
<b>Fire</b> – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	Ensure that there is always at least one adult in each classroom and at least one member of staff in the admin/reception area to undertake checks in the case of an emergency evacuation.	Yes
<b>Fire</b> – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	Fire safety training refresher on 4 Sep for staff and staff to refresh children on procedures on their return to school, ready for a planned fire drill on 23 Sep. Fire drill took place as planned on 23 Sep - no issues. <b>Next drill planned for 29 January 2021.</b>	Yes
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.	Staffing organised to ensure trained staff are within each 'bubble' at all times. Trained staff also in admin/reception area at all times. Midday Meals Team members (permanent only) also trained. Casual MM not trained but know who is and who they can call on.	Yes
<b>School building assessment</b> - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.	This assessment was completed when the school fully re-opened on 1 June. Reviewed 19 Oct 2020 <b>and 6 Jan 2021.</b>	Yes
<b>Staffing</b> - Staff are physically and mentally able to return to work.	A risk assessment has been completed for every member of staff (see Staffing tab).	<b>Risk assessments are undertaken for each staff member and will be reviewed and updated as required e.g. when they go off to isolate and when they return. All staff re-inducted after any period of absence.</b>	Yes
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	<a href="#">Copy of UK Govt. poster to be completed and displayed.</a>	This was completed in June 2020.	Yes
<p>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> <p>Cleaning hands thoroughly and more often than usual.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>Minimising contact between individuals and maintaining social distancing wherever possible: -</p> <p>How children are grouped</p> <p>Measures within the classrooms</p> <p>Large gatherings (e.g assemblies, collective worship)</p> <p>Movements around the school</p>		Posters in school reminding people not to come in if they have the virus or symptoms, verbal reminder to staff in H&S refresher on 4 Sep, reminder to school community in newsletters. <b>Updated reminders verbally to staff and to parents in letters Jan 2021.</b>	Yes
		Posters all around school reminding people to do this. Staff to remind children regularly. Anti bac gel also readily available all around the school. <b>Verbal reminder to staff to continue this rigorously - Jan 2021.</b>	Yes
		Posters all around school reminding people to do this. Staff to remind children regularly. Tissues available in all areas of the school at all times. <b>Verbal reminder to staff to continue this rigorously - Jan 2021</b>	Yes
		D10 anti bac spray kept safely in each classroom to use to frequently clean hard surfaces. D10 also available in other areas of the school. Anti bac wipes in the office areas for phones, etc. <b>Laptops to be wiped down each day.</b>	Yes
		Children are grouped <b>in bubbles - max 15</b> - with no mixing between groups of children.	Yes
		Children are not expected to socially distance with one another due to their age but adults will remain as socially distanced as possible (2m+), while continuing to help children when needed e.g. toileting, clothing, comfort, first aid, etc. <b>Staff to wear PPE if in close contact while changing a soiled child.</b>	Yes
		We will not hold any large gatherings at this time. <b>Staff meetings will be virtual whenever possible.</b>	Yes
		Children are not permitted to leave the classroom except to go outside to their break time (all), when going home (all) and going to lunch (Reception only). Adults are reminded to move around the school with care, maintaining social distancing at all times. <b>Staff may wear masks and visors if they wish when in school. No one is to enter a classroom without the agreement of the adult teaching in there. Classrooms are not to be used for cut-throughs. Only enter a room if essential i.e. to undertake role.</b>	Yes

<p><b>Risk of transmission of the virus -</b> prevention of infection - see relevant part of <a href="#">Government guidance, section 1 PHE guidance</a></p>	Break times / Lunch times	Timetable in place for staggered break times. School grounds divided into two areas so only one class in one area at any one time. Lunches for Y1 and Y2 taken in own classroom. Reception to eat in hall due to lack of classroom tables - staggered arrival in the hall, seated at tables in classes, no one to get up and move, lunches brought to tables, staggered leaving times.	Yes
	Use of the hall other than lunchtimes	The hall will be used by Reception classes only for an indoor PE session - one class each on Monday, Wednesday and Friday afternoons so cleaning can take place in between. No equipment out, just following Real PE videos on screen. Hall doors open for ventilation and no need to touch any handles, etc. Hands washed before entering and on exiting the hall.	Yes
	Shared staff spaces	No more than 10 people allowed at any one time in the staff room. Only 2 at a time in the kitchen area. Only one person at a time taking PPA so no crossover of staff in PPA room. Breaks and lunch times for staff to be taken in different areas - Reception in the POD, Y1 in the library/community room and Y2 in the staffroom (all staff can go in the staffroom to get items as needed but not to sit and stay unless Y2).	Yes
	Measures for arriving at and leaving school	Staggered start and collection times for all - children brought to playground and parents not allowed on site. Parents are asked to wear face masks when dropping off and collecting children. All staff outside at either end of the day to wear a mask and no interaction with parents/carers.	Yes
	Measure for pupils with SEND	Revised timetable put in place from Sep interventions to ensure no cross contamination between classes.	Yes
	Measures for supply / peripatetic teachers and education or health professionals	On entering the school, the adult will wash their hands or use the anti bac gel. The adult will not come to the school if they or a member of their household are exhibiting symptoms of Covid-19 or have been diagnosed as having Coronavirus Peripatetic music lessons will only be 1-1, no group lessons. When the child is called for a lesson/session, they wash their hands before leaving their classroom to meet the adult. During the lesson/session, the adult will maintain social distance with the child. Social distancing will be observed with school staff during the time the adult is on site. When the child ends their lesson/session and returns to their classroom, they must be reminded to immediately wash their hands on re-entering. Between each pupil, any hard work space e.g. tables used, should be wiped down with anti bac spray and paper. If our keyboard is used, this will be wiped down using anti bac spray after each use. At the end of each lesson/session, the adult will wash their hands or use anti bac gel before the next pupil / before leaving the school.	Yes
	Measures for staff working across more than one bubble (e.g. PPA cover, SLT, job share TAs, SEND TAs, SENDCO)	Adults crossing bubbles will observe 2m social distancing with colleagues and as much distance as is practical with children - class TA will undertake any close face to face contact with children rather than that adult. PPA teacher will only ever go in one classroom during a working day, other adults will try not to enter classrooms unless necessary for day to day running / safety. Additional handwashing and sanitisation will be undertaken. Where practical, PPA teaching will be from the front of the class or alongside children. There will be no transferring of resources from one room to another. Updated PPA cover timetable in place during lockdown - staff in Year group bubbles covering each other's morning PPA so less need for PPA teacher to go into multiple	Yes
	Measures for specialists, therapists, clinicians and other support staff	Hygiene and social distancing measures as above.	Yes
	Measures for visitors	No visitors allowed into school without an appointment. Essential visitors permitted only. Requirement to use anti bac gel on entering and maintain social distancing. No visitors at all during lockdown.	Yes

	Measures for contractors working in occupied parts of the school	We will endeavour to only have contractors on site outside of 8.30am-3.30pm. If this is unavoidable, signage will be displayed to notify occupants a contractor is on site. Contractors will be expected to maintain social distancing. <b>No contractors except in an emergency during lockdown.</b>	Yes
	Measures for dual-registered pupils	At this time, we have no dual registered pupils on roll.	Yes
	Requirements for individual equipment (e.g. pens and pencils)	All KS1 pupils are required to have their own named pencil, which they should keep in their drawers.	Yes
	Requirements for classroom based resources (e.g. books and games)	All resources within a class will be shared by all pupils but there is an expectation that after using a resource, hands are washed before moving to the next activity. Resources will be wiped down with anti bac where possible on a regular basis. No sharing resources between classes.	Yes
	Requirements for shared equipment (e.g. sports, art and science equipment)	No sharing of any equipment between classes. Any PE equipment used in lessons will be set aside and not used for the next 72 hours before any other class uses them.	Yes
	Requirements for outdoor play equipment	Each class has a set of their own outdoor play equipment which they take in and out with them and do not share with anyone else.	Yes
	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Parents have been told that children can only bring in essential items - coat, lunchbox, book bag and water bottle. No toys permitted.	Yes
	Restrictions on what equipment, books or shared resources can be taken home	Book bags are permitted from September but books read at home will not be read in school and they will be changed twice a week, going into a box for at least 72 hours of decontamination before being wiped with anti bac and returned to the library. Reading diaries now back in use - staff will wash or sanitise hands after handling.	Yes
	Requirements for the handling of money	Money should only be requested if essential and if possible, payments should be combined to minimise what comes in. When money is brought in, it should be requested in an envelope or similar. Money should be quarantined for at least 72 hours after coming into school. When opening envelopes and handling money, gloves and a face mask should be worn. Money should be handled for the minimum amount of time, prepared for banking and then stored away again. Areas used to count money should be sanitised when the process is completed. Gloves and mask should be immediately disposed of safely following the completion of money handling.	Yes
	Where necessary, wear appropriate personal protective equipment (PPE)	PPE equipment in the main office to wear when dealing with someone exhibiting symptoms of Covid-19, prior to their collection. Disposable aprons, masks and gloves available for anyone who wishes to use them at any time. If adults wish to wear face masks in corridors or communal areas, they may. Face masks cannot be worn in the classroom if working with children but clear visors can be worn instead (visors cannot be provided by school)	Yes
Response to infection - see relevant part	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069	
	Booking a test	Use posters and newsletters to tell all school community how to book at test: <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a>	Yes
	Keeping records of personnel in the building	Use of signing in/out book. Take contact details for any visitors we do not have them for.	Yes
	Self-isolating	All members of the school community will be regularly reminded of when they should self-isolate and for how long.	Yes

<b>Response to infection</b> - see relevant parts of <a href="#">Government guidance, section 1 PHE Guidance</a>	Keeping home testing kits	Tests will be kept on site to be handed out only in line with DfE guidance. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>	Yes
	Ensuring parents and staff inform school of test results	Parents / carers to notify us the child is off school due to symptoms, we will remind of the need for them to notify the school of the test outcome.	Yes
	Manage confirmed cases of COVID-19 amongst the school community	If there is a confirmed case, ring the nursery, school and college advice service on 0800 046 8687 option 1 for advice on the case. All people associated with the bubble that person belongs to will be notified and told to self-isolate for 14 days and get tested if symptoms develop. Notify the Local Authority using the email <a href="mailto:ESWelfareGroup@westsussex.gov.uk">ESWelfareGroup@westsussex.gov.uk</a> . Follow the school's COVID-19 policy.	Yes
	Contain any outbreak by following local Health Protection Team advice	All advice will be adhered to.	Yes
<b>School transport</b> see section 2 of the government guidance ' <a href="#">School Operations</a> '.  <b>Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)</b>	Dedicated 'home school transport' in partnership with providers: -		
	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	We do not use school transport to get pupils to and from school.	
	Measures to prevent the spread of infection.		
	Measures to maintain social distance when queuing and inside vehicles wherever possible.		
	<b>Public transport: -</b>		
	Consideration of staggered start and finish times to avoid peak hours on public transport Measures to encourage use of other forms of transport to avoid use of public transport Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	Very few of our families and no staff rely on public transport to get to school. <b>Parents encouraged to use clean face masks when coming onto the school grounds from public transport.</b>	Yes
<b>Attendance for pupils who are shielding or self-isolating</b> see section 2 of the government guidance ' <a href="#">School operations</a> '.  <b>Note: Shielding advice for all adults and children will pause on 1 August.</b>	Arrangements for pupils who are following clinical and/or public health advice	If pupils are unable to attend due to medical or public health advice <b>or lockdown</b> , remote learning will be facilitated by the school for them until their return - posted to website each Monday.	Yes
	Arrangements to reassure pupils and parents who are anxious about the return to school	Offer a meeting with parents to go through our risk assessment and procedures and ascertain what further reassurances need to be in place.	Yes
<b>Attendance for staff</b> see section 2 of the government guidance ' <a href="#">School operations</a> '.  <b>Note: Shielding advice for all adults and children will pause on 1 August.</b>	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	Individual staff risk assessments in place.	Yes
	Arrangements for Supply Teachers and other temporary or peripatetic teachers	supply/temporary/peripatetic teachers on first visit. Share risk assessment. Ascertain any concerns. Minimise number of supply teachers - only use if no one internally can cover. Try and use same supply teacher(s) in each class. <b>No supply currently being used in</b>	Yes
<b>Catering</b> see section 2 of the government guidance ' <a href="#">School operations</a> '.	Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).	Share relevant parts of risk assessment with Chartwells staff on our site. Chartwells to communicate their risk assessment and procedures with school to reassure one another of compliance.	Yes
<b>Estates</b> see section 2 of government guidance ' <a href="#">School operations</a> '.	<b>Arrangements for re-opening: -</b>  All school - all the usual pre-term building checks must be undertaken to make the school safe  Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab	Premises officer has worked some of the summer break and has continued with H&S checks during this time. On his return to work in September, he will undertake all essential checks prior to the site re-opening for staff on 3 September and ensure any issues or defects are rectified.	Yes
	Arrangements to manage ventilation including air conditioning  <b>Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</b>	External classroom doors and windows will be open all the time it is warm enough for them to be. <b>On colder days, one of the other should be open. Children encouraged to wear an additional layer if needed e.g. a fleece.</b>	Yes
<b>Educational visits</b> see section 2 of government guidance ' <a href="#">School operations</a> '.  <b>The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. But from Autumn term non-overnight domestic educational visits can resume.</b>	Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.	At this point in time, no visits are planned but if this changes during the term, a risk assessment for that trip will be undertaken to see if it is a viable trip to make under the guidance at that time.	Yes
<b>Extra curricular provision</b> - see section 2 of government guidance ' <a href="#">School operations</a> '.	Arrangements for resuming any breakfast and after school provision.	We do not have any breakfast or after school provision although some of our pupils may be attending other provision e.g. the Rise and Shine Club at RG Junior School or Helping Hands. If we have a positive case in school, we would confirm with the provider that the child's parents had notified them.	Yes

<b>Curriculum risk</b> see section 3 of government guidance ' <a href="#">Curriculum, behaviour and pastoral support</a> '	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	Children will not play any wind or brass instruments in music lessons. There will be no sharing of other instruments and if singing, children will stand side by side. There will be no school choirs or singing assemblies.	Yes
	Arrangements to manage C19 risks during physical education, sport and physical activity	Any PE / physical activities will be outside. Any equipment used will be wiped down and quarantined for 72 hours before further use by another class. No contact or close proximity activities to be undertaken. Hands washed before and after PE.	Yes
<b>Pupil wellbeing and support</b> see section 3 of the government guidance - <a href="#">Curriculum and pastoral care</a>	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	HT and SENDCO have been accessing WSCC and DfE materials on pupil wellbeing in order to be able to signpost colleagues as needed in September. PSHE lead is implementing new E4S curriculum from September with a focus on wellbeing as the first module. Circle time and class assemblies focussed on returning to school and emotions around this. Access to Mental Health Support Team for the Bognor area schools as needed - referrals to be made by HT or SENDCO.	Yes
	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	SENDCO has identified that her time from September initially needs to be focussed on supporting SEND pupils and those presenting with anxiety.	Yes
	Arrangements to manage school community anxiety to prevent escalation	Whole school approach using the E4S materials to address anxiety and how to manage it with children. Promote culture with staff that if they have a concern or issue, it is brought immediately to a member of the SLT so they can be helped and reassured. Share information as relevant with parents and carers and governors and encourage people to ask questions or discuss any anxieties they may have around the return to school. Member of SLT out on the gates each day for parents to talk to as needed.	Yes
<b>Contingency planning for outbreaks</b> - see section 5 of government guidance ' <a href="#">Contingency planning for the outbreak</a> '	Develop contingency plans to cover all eventualities.	Remote learning using a combination of BBC Bitesize, Twinkl and Oak Academy resources alongside school produced planning and resources will be provided if any individual or group is off school as a result of self-isolation. If a local or national lockdown is imposed, the school will return to being open only for key worker and vulnerable pupils and the rest of the school will access remote learning which will be on the school website and emailed home, with paper copies available for collection from school or delivery if required. Risk Assessments in place for pupils with EHCPs to ensure their provision is continued effectively through any lockdown.	Yes