

## Woodside COVID-19 Risk Management Plan: Full reopening of Schools in March 8<sup>th</sup> 2021

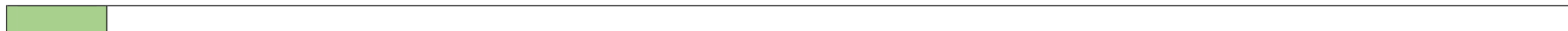
Site / school name:	Woodside Primary Academy – <b>updates in bold</b>		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Catering staff</li> <li>▪ Cleaners</li> <li>▪ Pupils</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ General childcare / wrap-around care &amp; education provision during COVID-19 including social-distancing and minimising contacts.</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Food and catering services provision</li> <li>▪ Property maintenance and statutory compliance</li> <li>▪ General site occupancy and site movement</li> <li>▪ Personal hygiene</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Cleaning materials and equipment</li> <li>▪ Catering equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises</li> </ul>		
Name of person completing this risk assessment:	Shane Tewes	Date of completion:	1/03/21
Risk assessment approved by:	Dominic Hughes	Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

### Record of Risk Assessment Reviews

Date of review:		Reviewed by:		Comments / date of next review:	
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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
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**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:

- 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 lowest reasonably practicable level given a schools particular and individual circumstances.
- Please read through the whole of this template including the new Appendix section prior to completing your updated RMP - any questions, please contact Estates.

<b>S o c i a l - D i s t a n c i n g</b>	<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>	<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>	<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>	<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>
	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	<ul style="list-style-type: none"> <li>▪ All bubbles to be in year groups</li> <li>▪ Year groups to have staggered start lunchtimes/playtimes to ensure pupils not cross contaminating</li> <li>▪</li> </ul> <p><b>No cross grouping for any subject across the school</b>  <b>Ensure tea time and breakfast</b></p>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>



<b>&amp; M i n i m i s i n g C o n t a c t s</b>	<p>bubbles and maximising social-distancing within bubbles. Some mixing into wider groups for specialist teaching, wraparound care and transport may be considered appropriate.</p>			
	<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"> <li>▪ Classrooms will be set up using all space to ensure social distancing is a priority.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<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"> <li>▪ Enrichments Block, and Music rooms and any classrooms not in use to be locked.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<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"> <li>▪ Staff car parks to be used in line with current practice.</li> <li>▪ Our car park will be very full on Forest site – We will provide guidance around social distancing will be provided to all staff.</li> <li>▪ No parent car park at school therefore not applicable. Children to be dropped off at school gates.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<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"> <li>▪ Staggered pupil drop off and pick up times are planned for.</li> <li>▪ Coordination of drop off times between both sites</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Children playtimes to be staggered and children play in year group bubbles/split playground</li> <li>▪ Large families will drop children off in first start time and pick up at the last pick up time – no children to miss learning time.</li> <li>▪ Staff to take staggered breaktimes- limited numbers of staff members to be in the staffroom at one time.</li> <li>▪ Staggered lunchtimes to be planned for.</li> <li>▪ <b>(4 staff only in each staffroom)</b></li> <li>▪ <b>Forest site</b></li> <li>▪ Reception, Year 1 &amp; Year 3 use the main staffroom. Nursery use their own staffrooms</li> <li>▪ <b>Bridge site</b> – Use year group staffrooms</li> <li>▪</li> </ul>		
<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"> <li>▪ SBM and Site manager emailed. Any third party who comes on site has to be approved by the Head Teacher.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider lettings to the wider community and the implications of safety guidance being maintained.</li> </ul>	
<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"> <li>▪ Office team to distribute all information/organisational arrangements to parents once they have been agreed.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

Display signage prominently within school and on the outside of buildings to encourage social-distancing and minimising contacts (employ multiple-language signage where necessary).

- Simple display of signage for parents as a reminder

▪

▪

It is expected that all staff will be at work (i.e. in school) w.e.f. the start of the new academic term (8<sup>th</sup> March) 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.

- All staff are returning unless they have received communication from NHS to shield. Any member of staff that believe they need an individual RA will have one completed, if not already before they return.

Display signage prominently at site entrances to encourage social-distancing and minimising

- Site Leader to ensure all signage accessed from the DfE website and

	contacts (multiple-language signage where necessary).	is downloaded, printed and displayed appropriately across the school		
	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.	<ul style="list-style-type: none"> <li>▪ We do not have a parent car park.</li> <li>▪ As the school has no parental parking it will not impact negatively on local residents.</li> <li>▪ Use newsletter to promote families using alternate methods of transport rather than cars</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	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	<ul style="list-style-type: none"> <li>▪ Leadership staff to be out supporting social distancing</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>



unnecessary access.	<ul style="list-style-type: none"> <li>▪</li> </ul>		
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>All children are of social distancing and will be reminded of the rules when they come back on Monday. Where possible physical resources are separated to support social distancing</p> <ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
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"> <li>▪ Staggered start and end times plus the use of all school gates to ensure social distancing can be maintained during these busy time.</li> <li>▪ Not possible so all gates used for all entries and exits of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
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"> <li>▪ One way systems in place wherever possible on both Sites.</li> <li>▪ Staggered breaktimes, lunchtimes and start and end of school day to ensure there will be no two way traffic on stairwells or corridors.</li> <li>▪ All pupils will go through bubble operational processes to support their understanding.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
Designate one primary entrance to each	<ul style="list-style-type: none"> <li>▪ Pupils for Years 1- 6 will be</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

<p>building (and one, separate, primary exit).</p>	<p>dropped at school gates.</p> <ul style="list-style-type: none"> <li>▪ Reception and Nursery will be dropped off at classroom doors</li> <li>▪ Reception – Year 5 will be collected from playground by 1 parent. (Please see above for further actions to manage risk)</li> <li>▪ Staggered times to ensure only one year group bubble on the premises at one time.</li> </ul>		
<p>Implement one-way systems for people-movement inside buildings - support with signage, barriers, floor markings and staff supervision.</p>	<p>Completed on Bridge Completed on Forest</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Staggered start/break/lunch/end of day times and use of different corridors for different year group bubbles will support limiting corridor traffic.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p>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).</p>	<ul style="list-style-type: none"> <li>▪ Clear staff guidelines to be produced to support the movement of pupils around the site</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p>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.</p>	<ul style="list-style-type: none"> <li>▪ All locks currently work.</li> <li>▪ Spare keys are held in the office</li> <li>▪ One School leader is on site at all times.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<p>Limit use of passenger lifts to essential users and only one at a time.</p>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

	<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Signs to show waiting areas by corridors/stairs.</li> <li>▪ Difficult for young children but all steps taken to ensure young pupils follow guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<p>Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.</p>	<p>Completed on Bridge Completed on Forest</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<p>Only one adult to accompany children to and from school - place notification signage outside the school entrances.</p>	<p>Guidelines developed ensuring only one adult accompanies a child to school</p> <ul style="list-style-type: none"> <li>▪ Office to inform parents of guidelines</li> <li>▪ Year 5 &amp; 6 pupils walking alone to school will need to sign the adapted home school agreement</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<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"> <li>▪ The school will further stagger all start times and end times to mitigate the risk of not social distancing. Parents will have this emailed to them when we have our in 2/03/21</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<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"> <li>▪ Staggered start and end times plus the use of all school gates to ensure social distancing can be maintained during these busy time.</li> <li>▪ Office team to distribute all information/organisational arrangements to parents once they have been agreed.2/03/21</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<p>Pupils to go straight to classrooms upon arrival at school - adult waiting to be discouraged.</p>	<p><b>Years1-6</b> dropped at school gates.</p> <ul style="list-style-type: none"> <li>▪ Reception and Nursery will be dropped off at classroom doors</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

		<ul style="list-style-type: none"> <li>staggered timing.</li> <li>We will have a 10 minute window to stop cross year group contamination.</li> </ul>		
	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.	<ul style="list-style-type: none"> <li>Clear staff guidelines to be produced to support the movement of pupils around the site</li> <li>A plan to manage movement around the school, including pupils requiring first-aid, toilets breaks, lunches etc..... to be included</li> </ul>		
	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.	<ul style="list-style-type: none"> <li>Contractors to book visits in advance with Site Leaders.</li> <li>All visitors to be approved by Head Teacher</li> <li>All visitors will be required to read and adhere to the schools Covid-19 safety risk assessments</li> </ul>		
	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"> <li>At the moment no amendments are required to existing procedures.</li> </ul>		
	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"> <li>Procedures to be shared with pupils and practice fire evacuations to take place during the first week</li> <li>Normal school procedures</li> </ul>		
<b>F</b>	For staff that are to be appointed as a fire marshal must be provide suitable training (Flick			

i r e S a f e t y	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.			
	<p>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.</p> <p><b>NOTE:</b> <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 understood that social-distancing is secondary to the life safety of occupants.</i></p>	<ul style="list-style-type: none"> <li>▪ All PEEPS are already in place and will be updated</li> <li>▪ if adult support has changed.</li> <li>▪ Any affected new pupils will have PEEPS before starting school.</li> </ul>	▪	▪
H e a l t h  & M e d i c a l N e e d	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"> <li>▪ The school have enough first aid and paediatric staff trained staff for reopening.</li> <li>▪ Dedicated medical stock have been allocated.</li> </ul>	▪	▪
	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"> <li>▪ Pupil healthcare plans are in place for current pupils who require it.</li> <li>▪ School nurse is communicating with SENCO team to set up appointments for children who are new to school</li> <li>▪ Relevant staff have been trained in administering medication</li> </ul>	▪	▪

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S e c u r i t y	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"> <li>▪ Existing systems are in place</li> <li>▪ Staff have access to lockable cupboards for personal storage.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	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"> <li>▪ Existing fob entry system is in use.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
C l e a n i n g & P e r s o n a l H y g i e n e	The school has in place a 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"> <li>▪ Site officers to clean toilets regularly.</li> <li>▪ All cleaning staff and Site leaders are trained on the expectations of how to keep their areas Covid ready. Site Leaders to be checking cleaning daily to ensure standards are met.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	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 - <b>NOTE</b> 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"> <li>▪ All PPE present and training has taken place on– refresher for relevant staff / new staff on induction days</li> <li>▪ Risk assessment in place for cleaners and to be shared on the 2/03/21</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	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"> <li>▪ Cleaners will need to adjust work times to accommodate the end and start of days for their respective bubble areas.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	The school has maintained good supply of soap and access to water for washing hands. Appropriate controls are in place to ensure the suitable and frequent sanitisation of pupil's	<ul style="list-style-type: none"> <li>▪ This will be as the partial reopening. All key access points and times of the day have</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

	hands on arrival / before going into classrooms, before changing rooms, following breaks, before / after meals, following the use of toilets etc.	enough sanitising equipment for all pupils.		
P r o p e r t y	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"> <li>All compliance checks are on Parago – I will meet with the Site leader in the last two weeks for August to ensure all is complete for September.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	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"> <li>Lighting concerns remain for Forest site halls and one of the Reception classrooms.</li> <li>Are being fixed this week wk beg 1/3/21</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>
F o o d  S e r v i c e	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 pupils are served food in a way that maintained good principles 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"> <li>This has been completed by our head cook. I will meet with her again in the last two weeks of holidays to finalise all arrangements. All catering staff have already been trained in new procedures.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	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"> <li>All staggered plans in place for lunchtimes. To be shared with staff on INSET days.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	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"> <li>This will be as per normal school routine.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
A P P E N D I X	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	<ul style="list-style-type: none"> <li><b>Ensure tea time and breakfast clubs have year group bubbles including staggered times for play</b></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

<b>: NEW RISK CONSIDERATIONS</b>	<p>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.</p>			
	<p>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.</p>	<ul style="list-style-type: none"> <li>▪ <b>Forest site</b></li> <li>▪ Reception, Year 1 &amp; Year 3 use the main staffroom. Nursery use their own staffrooms</li> <li>▪ <b>Bridge site</b> – Use year group staffrooms</li> <li>▪ <b>Staff are not to sit in staffrooms</b></li> </ul>	▪	▪
	<p>Arrangements are in place to ensure good levels of ventilation throughout during the school day whilst not compromising security or safeguarding.</p>	<ul style="list-style-type: none"> <li>▪ Windows/doors have been open where it is not a safeguarding risk. This will continue. The end of the day the school will close all windows with access to the playground or nursery entrance to ensure security of the school.</li> </ul>	▪	▪
	<p>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.</p>	<ul style="list-style-type: none"> <li>▪ Parents will receive full reopening messages 1-03-21</li> </ul>	▪	▪
	<p>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.</p>	<ul style="list-style-type: none"> <li>▪ All pupils will have hygiene lessons on a regular basis to ensure they understand the importance. Visual aids will be placed around the school. All classes will have bins with lids.</li> </ul>	▪	▪
	<p>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.</p>	<ul style="list-style-type: none"> <li>▪ All pupils have toolkits with their own resources.</li> </ul>	▪	▪



	Confirmation that the school has a sound understanding of Trust COVID-19 reporting protocols <b>and</b> the NHS Test & Trace process and, in respect of the latter, that relevant	▪ All guidance from the NHS and DFE and their protocols will be shared with all staff during briefing 2/03/21	▪	▪
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information has been passed on to staff and parents / carers.			
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"> <li>▪ We are aware of our local contact should we need LHPT.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Arrangements are in place for issuing / administering home-testing kits in the event that issuing such kits is deemed appropriate at the time.	Kits received when requested	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
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"> <li>▪ Rooms on each site have been allocated for use in the case of a staff member or child displaying symptoms</li> <li>▪ Site leaders know that if we have a suspected case then all surfaces classrooms, toilets are to be cleaned when the child/bubble have left the premises.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
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"> <li>• Transport groups reflect school groupings.</li> <li>• Organised queuing.</li> <li>• Hand sanitiser on boarding / disembarking.</li> <li>• Cleaning of vehicles.</li> <li>• Social-distancing within vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The CT Plus transport will be contacted and they will be requested to send through their Risk Management Plan.</li> <li>▪ This will also be used for our own minibus to support the provision children .</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Consider the relevance of and necessity to support local initiatives to depress the demand on public transport and increase systemic capacity by encouraging walking to school, implementation of “Walking Buses” etc.	<ul style="list-style-type: none"> <li>▪ The school will launch an email/website campaign to encourage parents to walk to school</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

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.	All requirements will be adhered to. Staffing in place.		
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**Other Risks / Issues for School Leaders to Address:**

<i>List identified issues e.g. local community, organisational issues etc.</i>			
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**Overall Risk / RAG Rating Matrix**

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

## APPENDIX: NEW RISK CONSIDERATIONS - 9<sup>TH</sup> JAN' 2021

Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
<p><b>Instructions for Using This Appendix:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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 <b>latest Government Guidance issued on 30<sup>th</sup> December 2020 and on 7<sup>th</sup> January 2021.</b></li> <li>➤ Accordingly, this appendix <b>replaces</b> the recently issued one entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021”</li> <li>➤ 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 &amp; safety hierarchy of control to reduce the risk to the <u>lowest reasonably practicable level given a schools particular and individual circumstances.</u></li> <li>➤ 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.</li> <li>➤ Copy and paste this completed 9<sup>th</sup> January Appendix to the end of your current / reviewed Risk Management Plan.</li> <li>➤ Delete the appendix entitled “NEW RISK CONSIDERATIONS FOR JANUARY 2021.”</li> <li>➤ Any questions; please contact Estates.</li> </ul>			
<p><del>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:</del></p> <ul style="list-style-type: none"> <li><del>▪ Full opening of nursery provision (wef 18-1-2021).</del></li> <li><del>▪ Face to face provision for vulnerable children as priority 1.</del></li> <li><del>▪ Face to face provision for critical worker children as priority 2.</del></li> <li><del>▪ Remote learning for all other pupils.</del></li> <li><del>▪ Availability of staff for face to face delivery.</del></li> <li><del>▪ Availability of staff for remote learning.</del></li> <li><del>▪ Staff who are absent / shielding.</del></li> </ul>	<ul style="list-style-type: none"> <li><del>▪ See separate school assessment.</del></li> <li><del>▪ Staggered pupil drop off and pick up times are planned for.</del></li> <li><del>▪ Coordination of drop off times between both sites</del></li> <li><del>▪ Children playtimes to be staggered and children play in year group bubbles/split playground</del></li> <li><del>▪ Large families will drop children off in first start time and pick up at the last pick up time – no children to miss learning time.</del></li> <li><del>▪ Staggered timetable to be put in place.</del></li> <li><del>▪ Staff to take staggered</del></li> </ul>		<ul style="list-style-type: none"> <li>▪ <b>Green</b></li> </ul>

**APPENDIX: NEW RISK CONSIDERATIONS - 9<sup>TH</sup> JAN' 2021**

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> <li>▪ <del>Timetabling and adjustments to the school day (including rotas where necessary / appropriate).</del></li> <li>▪ <del>Resourcing for SEND provision including normal educational and care support for pupils with complex needs and / or who need close contact care.</del></li> <li>▪ <del>Safeguarding requirements / limitations.</del></li> <li>▪ <del>Social distancing and minimising contacts (individuals and groups).</del></li> <li>▪ <del>Space availability and utilisation.</del></li> <li>▪ <del>Wraparound care provision.</del></li> <li>▪ <del>Bubble groups that are, as far as possible:</del> <ul style="list-style-type: none"> <li>○ <del>Manageable</del></li> <li>○ <del>Effective</del></li> <li>○ <del>Small (as possible)</del></li> <li>○ <del>Consistent</del></li> <li>○ <del>Exclusive from other groups</del></li> <li>○ <del>Safe</del></li> <li>○ <del>Aimed at not exceeding individual room occupancy capacities / figures (May 2020).</del></li> </ul> </li> <li>▪ <del>HS&amp;W requirements of staff and pupils generally and in the context of COVID-19.</del></li> <li>▪ <del>Provision for regular review / update weekly and / or as circumstances change.</del></li> </ul>	<p><del>breaktimes- limited- numbers of staff members to be in the staffroom at one time.</del></p> <ul style="list-style-type: none"> <li>▪ <del>Staggered lunchtimes are in place</del></li> </ul>		
	<p>Over and above the risks assessed in the section "Social Distancing &amp; 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"> <li>▪ <del>Remote learning is in place for all pupils who are currently learning from home</del></li> <li>▪ <del>Any pupils who are considered clinically extremely vulnerable will be advised not to attend school. The school does not currently have any pupils who fall into the clinically extremely vulnerable category.</del></li> </ul>	<ul style="list-style-type: none"> <li>▪ <del></del></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Green</b></li> </ul>

**APPENDIX: NEW RISK CONSIDERATIONS - 9<sup>TH</sup> 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 &amp; 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><b>NOTE:</b> <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"> <li>Any staff members who have been considered as clinically extremely vulnerable are not expected to attend school and arrangements for working from home have been put in place</li> </ul>		<ul style="list-style-type: none"> <li><b>Green</b></li> </ul>
	<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><b>NOTE:</b> <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"> <li>All pregnant women will be required to work in school and will have an individual risk assessment</li> </ul>		<ul style="list-style-type: none"> <li><b>Green</b></li> </ul>
	<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"> <li>All staff follow the reporting absence procedures, including where they are required to self-isolate due to either themselves, or a member of their household, displaying COVID symptoms</li> </ul>		<ul style="list-style-type: none"> <li><b>Green</b></li> </ul>
	<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"> <li>All positives cases of COVID are reported to REAch2 and to WF Public Health where all close contact information is recorded</li> </ul>		<ul style="list-style-type: none"> <li><b>Green</b></li> </ul>
	<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"> <li><b>Staff will be required to wear masks in communal areas.</b> Should staff be required to enter a classroom of a bubble that they are not part of they will also be required to wear a mask.</li> </ul>		<ul style="list-style-type: none"> <li><b>Green</b></li> </ul>

**APPENDIX: NEW RISK CONSIDERATIONS - 9<sup>TH</sup> JAN' 2021**

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
		<ul style="list-style-type: none"> <li>▪ Visitors to the school are minimal unless deemed absolutely necessary. In these instances all visitors are required to wear a face covering unless exempt.</li> </ul>		
	<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"> <li>▪ Allocated bins are present within school which are purely dedicated to the disposal of face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Green</b></li> </ul>
	<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><b>NOTE:</b> <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Grassroots Sports Guidance</a></li> <li>▪ <a href="#">Guidance for Providers of Sports Facilities</a></li> <li>▪ <a href="#">Sport England - Coronavirus</a></li> <li>▪ <a href="#">Association for Physical Education - Coronavirus</a></li> <li>▪ <a href="#">Youth Sport Trust - Coronavirus</a></li> <li>▪ <a href="#">Returning to Pools - Guidance</a></li> <li>▪ <a href="#">Using Changing Rooms Safely</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ PE lessons will be timetabled to take place outdoors and only within year group bubbles</li> <li>▪ Indoor halls or classrooms are not to be used for PE sessions</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Green</b></li> </ul>
	<p>In terms of Music, Dance &amp; 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><b>NOTE:</b> <i>Following of and implementing the practically prescriptive DfE guidance on this point will be sufficient.</i></p>	<ul style="list-style-type: none"> <li>▪ Music, drama and dance is not currently being delivered in school. The school will be looking to reintroduce this in Summer 1</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Green</b></li> </ul>

**APPENDIX: NEW RISK CONSIDERATIONS - 9<sup>TH</sup> JAN' 2021**

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

**Record of Weekly Risk Management Plan Reviews**

Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
Review Date:		Reviewed by:		Comments / Notes:	▸
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Review Date:		Reviewed by:		Comments / Notes:	▸



Review Date:		Reviewed by:		Comments / Notes:	
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## Appendix 1 – New Risk Considerations January 2021 partial reopening for Critical Worker and vulnerable children

APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021				
	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
Woodside Primary Academy-Spring Term 2021				
	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.	<ul style="list-style-type: none"> <li>Staff will be required to wear masks in communal areas. Should staff be required to enter a classroom of a bubble that they are not part of they will also be required to wear a mask.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<p>Suitable arrangements are in place to protect pupils who are considered clinically extremely vulnerable.</p> <p><b>NOTE:</b> <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"> <li>As a tier 4 school any pupils who continue to be considered clinically extremely vulnerable will be advised not to attend school</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	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.	<ul style="list-style-type: none"> <li>Any staff members who have been considered as clinically extremely vulnerable are not expected to attend school and arrangements for working from home will be put in place</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

**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><b>NOTE:</b> <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"> <li>▪ Individual risk assessments for pregnant woman have taken place and will be updated where necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<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><b>NOTE:</b> <i>In planning their arrangements, schools should refer to and take account of the following guidance:</i></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Grassroots Sports Guidance</a></li> <li>▪ <a href="#">Guidance for Providers of Sports Facilities</a></li> <li>▪ <a href="#">Sport England - Coronavirus</a></li> <li>▪ <a href="#">Association for Physical Education - Coronavirus</a></li> <li>▪ <a href="#">Youth Sport Trust - Coronavirus</a></li> <li>▪ <a href="#">Returning to Pools - Guidance</a></li> <li>▪ <a href="#">Using Changing Rooms Safely</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ PE lessons will be timetabled to take place outdoors and only within year group bubbles</li> <li>▪ Indoor halls or classrooms are not to be used for PE sessions</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<p>Additional considerations following staff feedback:</p> <ul style="list-style-type: none"> <li>• Minimising movement across bubbles</li> <li>• The wearing of masks in communal areas</li> <li>• Cleaning procedures to be upheld with key areas prioritised</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff will remain within their allocated year group bubbles unless it is absolutely unavoidable.</li> <li>▪ Staff will be required to wear masks in communal areas. Should staff be required to enter a classroom of a bubble that they are</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## APPENDIX: NEW RISK CONSIDERATIONS FOR JANUARY 2021

	Risk Consideration	School Management Arrangements	Further Actions Needed	Risks, Issues & RAG Rating
	<ul style="list-style-type: none"> <li>Clear provision for pupils who develop or display symptoms whilst in school</li> </ul>	<p>not part of they will also be required to wear a mask.</p> <ul style="list-style-type: none"> <li>Increased cleaning will continue with key areas prioritised. Should any concerns regarding cleaning arise, the premises team should be contacted by telephone immediately so that it can be addressed without delay.</li> <li>The community room on Forest site will be the allocated isolation room and will no longer be used as a staffroom. This room will be kept locked unless needed.</li> </ul>		

### Updated Organisational Arrangements for Critical Worker and Vulnerable Pupils

## Bubbles no bigger than 15 children

#### Start of the Day

Nursery – Pupils enter using the Tesco gate. Day-care arrive between 8-8.30am and sessional children between 8.30-8.35am.

Reception – Pupils line up along the Corbett Road driveway entrance at 8.45am. The class teacher will meet pupils at the gate and walk them into class. Parents do not enter the site.

Year 1 – Pupils line up outside the Tesco gate at 8.45am. The class teacher will meet pupils at the gate and walk them into class. Parents do not enter the site.

Year 2 – Pupils line up outside the Wood Street gate at 8.45am. The class teacher will meet pupils at the gate and walk them into class using the kitchen/Year 3 entrance. Parents do not enter the site.

Year 3 – Pupils line up outside the Corbett Road pedestrian footpath at 8.45am. The class teacher will meet pupils at the gate and walk them into class using the middle playground doors. Parents do not enter the site.

Bridge site entrance gates remain the same. The class teacher will meet pupils at the gate at 8.45am and walk them into class. Parents do not enter the site.

#### During the School Day

##### **Classroom Bases**

Nursery – Dragonfly room (2-3 year olds), Ladybird room (3-4 year olds)

Reception – RC and RW

Year 1 – 1R and 1S

Year 2 – Blue room and 3W

Year 3 – 3R

Year 4 – 4B and 4W

Year 5 – 4H  
Year 6 – 6S

**Where there is more than one year group using a shared area the area will be clearly separated to ensure no mixing of year group bubbles takes place**

### Toilets

Allocated year group toilets remain the same on Forest site.

Bridge site toilets will become unisex. Year 4 pupils will use the Year 4 girls toilets and Year 5 will use the Year 4 boys toilets with the urinals sectioned off. Cubicles only are to be used.

### End of Day


Nursery, Reception and Year 1 collection remains the same. Pupils will be collected from classes

Year 2 will be collected from two collection points (Jo N from the middle doors in the playground, Kubra from the doors by the school office)

Year 3 will be collected from the kitchen door

Year 4 will be collected from two collection points (Carmen from the door by the caretaker's office, Collette from the door by Justine's office)

Year 5 and Year 6 will be collected as usual and will be dismissed from the same gates as previously

Approved by DDoE	Date	Approved by DoE	Date
	05/01/21		