



Dorset Council – School Risk Assessment Template: Managing a full return to school September 2020

This document is based on the arrangements communicated to schools in the documents below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared rooms
- Shared resources
- Transport

Following completion of this document maintained schools should return a copy of it to childrenc19@dorsetcouncil.gov.uk before 20th July. Academy schools and trusts may use this for guidance or use their own templates. Where this is so please send a copy of your template to the same email address so we can monitor provision across the council area.

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Updated September 5

School Name: Hazelbury Bryan Primary School		Specific Actions	Residual risks	Lead responsible and completed date
Planning and organising				
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:		<ul style="list-style-type: none"> • hot and cold water systems- all checked prior to end of term and County called in if any are not reaching temperature. Cleaner over summer holidays to run water from all outlets • fire safety All call points checked by AO and Head Staff made aware of new evacuation procedures and talk to children first day back Fire drill in second week and again if anything changes to the way that school is organised. • security including access control and intruder alarm systems <ul style="list-style-type: none"> • System will be checked week beginning 31st August 		<p>JS and JG 3.9..2020, check again 3.9..2020</p> <p>Week commencing July 13th JS to talk inset day on 3/9/2020</p> <p>JS</p>

		<ul style="list-style-type: none"> ventilation <ul style="list-style-type: none"> Staff when enter buildings open windows in classrooms and corridors, especially when the warm air heaters are in use. Children made aware to bring long sleeves in case of inclement weather and cold classrooms Activities planned to include working outside as much as possible At the end of the sessions each day, staff close windows 	<p>Changes to government guidance - need to check when each new guidance issued that changes do not contravene this risk assessment</p> <p>As parents may have forgotten all of the new systems and procedures, a Reconnection Plan sent out 3/9/2020, to encompass any changes to the guidance</p>	<p>Staff ongoing, informed at training 3/9/2020</p> <p>Letter to parents re full reopening sent out 14/7/2020</p> <p>Reminded week beginning 24/8/2020</p> <p>JS to monitor.</p> <p>Part of daily checklist</p>
All children to return to school to their classrooms.		No more than 30 children in each bubble /class, Children to return on 7.9.2020, staggered starts	Latest guidance allows staff to move between classes of children.	All staff training June 1st

<p>Structuring as normal, mixed year groups.</p>		<p>Children to be kept in classrooms with mostly the same staff throughout the week. If need to crossover into other classrooms, safer distancing observes as much as possible Timetables to remain as static as possible.</p>	<p>Job share / part timers mean that this will not be possible in FB or Hawks , however job shares will always work in the same classrooms .</p>	<p>3/9/2020, revisit procedures with staff on Inset Days</p>
<p>Organise classrooms maintaining space between seats and desks where possible</p>		<p>All classrooms to have have tables separated and children sitting at allocated desks, front facing as much as possible</p> <p>In the Foundation Base, numbers are lower for September, so the majority of direct teaching and continuous provision to take place in the Barn Owls area. This will have some tables for the children to use, not facing the front, as this is not appropriate for their curriculum. Owls room to be used for large construction and group work.</p> <p>Barn Owls can have direct teaching in storyroom, as numbers are small. Barn Owls Room to have markers on the floor and used for more continuous provision.</p> <p>All extra equipment and furniture to be removed from each classroom.</p>		<p>All staff by 7/9/2020, all classrooms ready and covid safe Parents to be sent videos of the rooms to share with their children</p>

		<p>In Kestrel, Hawks and eagles, each desk will have a desk underneath it, where there will a clear pencil case with all the children need for the day. SAll staff to do visual check daily after children have arrived and at other points during the day to ensure there are no slip and trip hazards in the classroom.</p>		
Decide which lessons or activities will be delivered		<p>All classes to have a timetable that allows for at least 30 mins PE / outdoor activity daily. Focus on core areas and PSHE, PE and Art for the first half term Teachers to do summative assessments (using White Rose for maths, KS1and KS2) and look carefully at the assumptions for the end of the children’s previous year. i.e. what an expected child should be able to do, to fill in the gaps Foundation Base, will adapt their practices to suit the age group. However, adult led activities to be included. All soft toys, or those that can not be easily cleaned will be removed.</p>		All staff by end of half-term, to have assessed and began to plug any gaps

		A restricted number of toys to play with so that items can be washed at the end of the day or quarantined.		
Consider which lessons or classroom activities could take place outdoors		<p>lunch sometimes to be eaten outside, weather permitting. Bubbles to be socially distanced.</p> <p>Outdoor equipment can be used, on a rota basis including the wooden equipment on the field and climbing frame on the playground. Seating in the gazebo will be permitted.</p> <p>Break/lunch time equipment to be brought out by class and only used by children in that class, in their zoned areas of the playground. It will need to be returned to the classroom after an outdoor break. This equipment will be limited and sprayed at the end of the day.</p> <p>Colour coded</p>	Clear timetable evident to indicate which class may use the equipment	<p>H + S governor and JS</p> <p>-September 4th , full school check</p> <p>Teaching staff ongoing</p>
Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building		<p>The hall can be used as a decamp space following an outbreak of C19, or if a behavioural issue means that children need to leave their classroom.</p> <p>ELSA room to be used for any sick children, as they await collection. Member of staff</p>		Teaching staff

		<p>present to wear PPE. Door has glass panel - safer working practices</p> <p>Children will not be permitted to move around inside of the school building, unless they are in Hawks class, when they need to go to the toilet. All other classes will access the toilets from the outside door</p>		
Stagger assembly groups		<p>No whole school assemblies.</p> <p>Head and SLT to prepare class assemblies and whole school assemblies to be shown regularly , head to use Loom</p> <p>Achievement Celebrations to be done in the classroom, individually and videoed for parents every 2 weeks, by class teacher using Loom.</p>		Staff to use Loom, or other video programmes
Stagger break times (including lunch), so that all children are not moving around the school at the same time		<p>KS2 to have first break time, followed by KS1 and the FB. Field and playground to be zoned.</p> <p>Lunchtime - KS1 and FB to go out first whilst KS2 eat in their classrooms, then this is rotated. Younger ones to have longer to eat lunches and may go outside after they have eaten for a quick break.</p> <p>If children are having UIFSM packed lunches, or are PP, Kitchen assistant, will</p>	Timetable shared with all staff	All staff-training 3/9/32020

		<p>bring the lunches into the classroom and help supervise the classes whilst they eat lunch</p> <p>All other children, to keep their packed lunch on their pegs in a small backpack, until lunchtime</p> <p>Staff breaks staggered to ensure social distancing</p> <p>No one is to eat or rest in our staff room, as it is not possible to socially distance</p> <p>Classes to stay in designated areas on the field or Playground, or if wet, in their classrooms</p>		
Stagger drop-off and collection times		<p>Letter to parents that will explain drop off and collection points. These will be staggered.</p> <p>Parents to be clear about not congregating together on school site, as per the letter to parents</p>	Posters put up around school - do not loiter signs	<p>Poster - completed June 1st</p> <p>Parent information set out 2/9/2020 and photo diagrams showing routes in</p>

				and out of school
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact		<p>All drop off and collection times are staggered. Parents of Eagles, Hawks and Kestrels leave their children at the main gate, where a member of staff greets them in the morning. Further adults will direct them into their classrooms and reassure them if they are anxious.</p> <p>Barn Owls and Owls can be dropped off via the FB playground. Crosses on the ground to show where they need to wait. They will be let in, one child at a time. Parents not to sit on equipment or let their children play with toys/equipment while waiting. Parents leave by a one way system.</p> <p>At pick up parents need to socially distance whilst waiting and children will be dismissed one at a time by the adult in school.</p>	<p>Poster there to remind them Photos sent out</p> <p>Extra parents at pick up, in the main playground. Therefore waiting zones for parents , one for each class, now created</p>	<p>Parent letter 14/7/2020</p> <p>Reminder sent out 2/9/2020</p> <p>Photo sent out 4/9/2020, clear routes and waiting areas shown.</p>

<p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>		<p>FB- Owls and Barn Owls All soft toys removed and stored safely. Narrow down the choice of toys in the classroom and in the outdoor learning area. Muddy kitchen and sand pits to be out of bounds Watre play cto be used, but using soapy water and restricted numbers All toys (lego, duplo etc to be washed and cleaned or quarantined every day). Reduce the volume of equipment in use.</p> <p>Rest of the School Children to be sat at their desks with no shared resources. Chrome books and IPADS (screens and keyboards) to be cleaned at the end of the day (or between use if they are being used by different children). Initially chrome books to be used by Hawks and Eagles and and ipads by Kestrels</p>		<p>All Staff, reminded at Inset training sessions 3 and 4 Sept</p>
<p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p>		<p>Any items to be stored on semi permanent basis in chair store</p>		<p>All Staff by 3/9/2020</p>

Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)		Equipment and soft furnishings which are unable to be cleaned to be removed from classrooms.		All Staff by 3/9/2020
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)		Discuss needs for transport with parents. Liaise with Dorset Transport about new procedures and ask for risk assessments, all to be shared with those parents who use the taxis or mini bus.	JG to contact Dorset Transport with up to date guidance in September Lists of those on school transport to be circulate prior to 7/9/20	JS and JG completed by 7/9/2020
Vulnerable staff and students		Individual risk assessments will be completed virtually, before they start back.	JS to discuss with parents needs and virtually complete a risk assessment. before the children return	JS Staff - by 4/9/2020 Children by 7/9/2020
School uniform		Children will be expected to wear full school uniform from 7/9/2020. On days that they participate in PE or Forest School, PE kit , or play clothes need to be worn to school	Teachers to finalise timetables for PE times before start of term and letter sent out to parents by 4/9/2020	Parent letter 14/7/2020 , updated

				letter 2/9/2020
Communicating your plans				
Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)		<p>Clear notice for parents (parent letters to be sent out)</p> <p>Electronic communication (Parent letter sent via email, website and Facebook).</p> <p>Reminders on a regular basis.</p> <p>Posters to be displayed in prominent places. of the symptoms of Covid</p> <p>Visitors will be limited , but for those who have to enter, a track and trace form will be filled in, that also asks the visitor about their health status, in particular if they have any Covid symptoms.</p>		<p>Parent letter 14/7/2020 JS to send reminder 2/9/2020 and again if new guidance issued</p> <p>JG to put up new posters around school</p>
Explain the procedures if a child / member of staff is ill		<p>If a child or adult shows symptoms in schoolSWPH Sept 2020- guidance says</p> <p>Send symptomatic cases home to get tested. Children who develop symptoms should be isolated in a room behind closed doors until collected by parent/guardians/carers. If isolation is not possible, they should be moved</p>	<p>Refer to guidance from Public health</p> <p>Parents encouraged to tell the school if tests come back positive</p>	

<p>Explain procedures if a child / adult tests positive or negative for covid -19</p>		<p>to an area at least 2 metres from other people. Case and household contacts must isolate until results of testing are available and prove that case does not have COVID.</p> <p>At Hazelbury</p> <p>If a child has covid type symptoms, they will wait to be collected in the ELSA room and a member of staff will stay with them, wearing PPE, if unable to keep 2m apart. If they need to use the toilet, they will be allocated one, that will be locked after use, and only opened after being deep cleaned.</p> <p>If it is a member of staff with symptoms, they must leave the building immediately. and have a test</p> <p>Results of COVID testing:</p> <p>If positive- treat as a confirmed COVID case, see below</p> <p>If negative and child / member of staff still unwell- could be a false negative or a different illness e.g. flu. The child / adult should NOT</p>	<p>School to provide online learning / learning packs for children who are having to self-isolate, to enable them to carry on with their education.</p>	
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		<p>return to school until fully recovered and at least 24 hours free of fever.</p> <p>If negative and child / adult is back to normal AND no other identified risks they can return to school and end isolation.</p> <p>Positive test</p> <p>Confirmed cases must isolate at home until at least 10 days after the onset of symptoms or date of test if asymptomatic. (The day of symptom onset is Day 0). If fever persists on day 10, isolation is needed until temperature returns to normal.</p> <p>School will thenTelephone the Health Protection Team (HPT) to inform them of the confirmed case 0300 303 8162. This will enable us to discuss infection control measures that are needed and the information to be communicated to others.</p> <p>We will also Inform the Local Education Authority</p> <p>NHS Track and Trace</p>		
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		<p>Staff and children who have been in close contact with the confirmed case must isolate for 14 days.</p> <ul style="list-style-type: none"> • The HPT will help identify which staff/ children count as close contacts • The HPT will provide template letters which will be used for informing all staff and children of the situation. • Household contacts of contacts do not need to self-isolate. <table border="1" data-bbox="853 826 1415 1198"> <thead> <tr> <th></th> <th>Test positive</th> <th>Test negative</th> <th>No test taken</th> </tr> </thead> <tbody> <tr> <td>Symptomatic</td> <td>10 days isolation from date of onset</td> <td>14 days isolation</td> <td>14 days isolation</td> </tr> <tr> <td>No Symptoms</td> <td>10 days isolation from date of swab</td> <td>14 days isolation</td> <td>14 days isolation</td> </tr> </tbody> </table> <p><i>Link to guidance</i></p>		Test positive	Test negative	No test taken	Symptomatic	10 days isolation from date of onset	14 days isolation	14 days isolation	No Symptoms	10 days isolation from date of swab	14 days isolation	14 days isolation		
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		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#five		
Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend		<p>Only one parent should be dropping off or collecting.</p> <p>Staggered drop off and collection times should help maintain social distancing.</p> <p>Other non school siblings should be discouraged from accompanying parents if there is no option they need to remain close to their adult</p>	JS / EDB on the gate every morning to monitor this	<p>Parent letter 14/7/2020</p> <p>Reminded 2/9/2020</p>
Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		<p>Clear notice for parents (letter dated 14/7/2020)</p> <ul style="list-style-type: none"> • Electronic communication (Parent letter sent via email, website and Facebook). • Reminders on a regular basis 	Reminder sent out 4/9/2020, with photos	<p>Parent letter 14/7/2020</p> <p>JS to send reminder letter 4/9/2020,</p>

<p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>		<p>Specified areas for parental waiting</p> <ul style="list-style-type: none"> • Owls and Barn Owls , markings on the playground. Then leave one way, shown by arrows via the field • Rest of the school, leave at main gate at drop off and at pick up, wait in designated areas of the main playground wait socially distanced from other adults at pick up time in main playground. <p>Parents to email the office or staff to communicate with a member of staff.</p>	<p>FB staff to check enough playground markings , for whole intake</p> <p>Parents gathering and not leaving straight away. Younger children running around</p>	<p>Parent letter 14/7/2020 JS to send reminder letter 4/9/2020, Further letters to be sent out , staff to address parents and procedures tweaked if necessary</p>
<p>Ensure parents and young people are aware of recommendations on transport to and ^o peak times). Guidance will shortly be published on safe travel</p>		<p>Work with travel providers to ensure compliance while travelling</p> <p>See above</p>	<p>All guidance including new procedures and risk assessments, to be shared before school starts for the children</p>	<p>JG to chase up Dorset transport - by 4/9/2020</p>
<p>Talk to staff about the plans (for example, safety measures, timetable changes and</p>		<p>Staff plan written with all staff</p> <p>Staff training to take place on 3/9/2020</p>		<p>All staff</p>

staggered arrival and departure times), including discussing whether training would be helpful				
Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers		<ul style="list-style-type: none"> Local Food Links contacted and safety issues discussed with Caroline Morgan (CEO). Local Food Links to share a risk assessment with us. Meeting with Churchills and Dorset manager to discuss ongoing extra cleaning needs and support for our lone cleaner. 		JS to meet with Connor Burgess and Sue Cook from County before 7/9/2020
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this		<p>Covid 19 funds may be deployed to this.</p> <p>Reference https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>See above.</p>		
When open				
Keep classes together where possible		Clear plans drawn up with staff to minimise cross contamination.		All staff Finalised plans 3/9/2020

<p>Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</p>		<p>Clear rotas for staff and children.</p> <p>Establish clear classroom arrangements.</p> <ul style="list-style-type: none"> ● staggered start / end of day ● staggered break times ● staggered lunch times ● no whole school assemblies ● only one child to use the toilet at any one time. Staff to oversee this. 	<p>All staff revisit risk assessment and make sure plans are clearly understood - virtually distance meeting outside</p>	<p>JS All staff, before 7/9/2020</p>
<p>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day.</p>		<p>Staff plan shows the same adults to remain with the same children throughout the week, as much as possible. There may be times when staff cross classes, but this will be kept to a minimum</p>	<p>PPA - TAs to take classes, with support less contamination</p>	<p>JS- discuss 3/9/2020</p>
<p>Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want</p>		<p>Desk allocation and specific resources for each child as much as possible.</p> <p>Cloakrooms to be used for coats and packed lunches / small backpacks only</p> <p>In the Foundation Base, Owls and Barn owls, children to use the small cloakroom, immediately on entry to store coats and packed lunches. belongings and resources are kept.</p>	<p>Especially staff who have been shielding, time given to talk in teams and across Key Stages, to work out arrangements- who is cleaning the toilets, when etc</p>	<p>All teaching staff to label desk by 7/9/2020</p>

<p>to consider seating students at the same desk each day if they attend on consecutive days</p>		<p>Minimise “collection” activities where children bunch together for example children stay on their seats and mark their own work.</p>		
<p>Breakfast and After School Club to start up September 7th</p>		<p>In order for the children to access Breakfast Club and extended Schools safely, the hall will be used. This will be divided into 4 areas , corresponding to the 4 classes and the children will eat, play , sit in their class groups as much as possible. Handwashing guidance, as above</p> <p>If there is only members of one family present, they will be allowed to mix. Extra precautions serving food, in line with Covid- 19 guidance, will be put in place</p>	<p>The extended schools Admin, will prep[are lists for each day, showing which classes the children who are attending , are in, so that the areas can be set up ready for them.</p>	<p>By 7/9/2020</p>
<p>For cleaning and hygiene: follow the COVID-19: cleaning of</p>		<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>		

<p><u>non-healthcare settings guidance</u></p>				
<p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p>		<p>Guidance on provision of soap and procurement is available in the linked documents, see above. Hand sanitiser has been purchased with 70% alcohol content and distributed to each bubble and communal areas. Washing hands in cold water is acceptable with soap. The children will always have hand sanitiser applied after washing and when first arriving in the morning.</p> <p>Children will be requested to bring in their own hand sanitizers and tissues.</p>	<p>Children when first back at school will have a demonstration re handwashing</p>	<p>Parent letter 14/7/2020 and again all children are back 7/9/2020</p>
<p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</p>		<p>Contract cleaner will arrive after all children have left.</p> <p>Teaching staff to ensure areas are cleaned throughout the day, particularly before eating lunch if in the classroom, especially door handles Cleaning of resources.</p> <p>At lunchtime - kitchen assistant to clean frequently touched surfaces before and after the lunch hour starts</p>		<p>All staff Churchills Part of daily checklist</p>

		Time available at the end of the day for cleaning of toys and equipment used during the day, also wash tables and chairs down with soapy water, followed by using a spray		
Hygiene: ensure that all adults and children...				
frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning		Set up daily routines- on the board On entry, before snack, after play , before lunch, after lunch, before going home	Posters around school	Teaching staff
clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing		Staggered timings means children are able to safely wash hands at regular intervals. Classroom hand sanitizer will also be used. Children sent to wash their hands after coughing or sneezing.		All staff

are encouraged not to touch their mouth, eyes and nose		Develop routines with children and staff		All teaching staff
use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		Children will have their own tissues and if used they will be instructed to dispose of them in the special pedal bin followed by a handwash. If the staff use their PPE it will also be disposed of in the pedal bin as it is emptied twice a day and double wrapped		All staff
ensure that help is available for children and young people who have trouble cleaning their hands independently		Provide advice to staff on modelling behaviours and also use hand sanitizer Encourage young children to learn and practise these habits through games, songs and repetition Child friendly posters to be displayed in toilets		JS JG displayed posters around school. Needs to check that additional areas included
For those children in the youngest age groups who may have toileting issues, consider safe approaches		Gloves, aprons and visors available if needed. Soiled clothes double bagged and returned to parents the same day.	How to put on PPE training given at training session 1/6/2020, by firefighter governor	Staff not here on 1/6/2020, to be trained by other staff 3/9/2020

		<p>Appropriate toilet cleaning materials available in Foundation Base and for the rest of the school if required.</p> <p>All EYFS and KS1 children will be asked to bring in spare clothing incase of an accident. These will stay in school hung on their pegs for the term and only used when necessary.</p>		<p>JS to purchase extra tissue bins if needed</p>
<p>ensure that bins for tissues are emptied throughout the day</p>		<p>Small pedal bins purchased for each bubbles in June 1st labelled as tissue bins. These bins will also be used for staff to dispose of their PPE after use Emptied at break, lunch and after school by staff member wearing gloves and double bagged.</p>	<p>Need to purchase an extra bin for Hawks.</p>	<p>JG purchased 19/05/20 js to purchase extra</p>
<p>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p>		<p>Staff to open windows in the classroom and corridors when they arrive and close at the end of the day.</p>	<p>JS to monitor</p>	<p>All staff</p>
<p>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit</p>		<p>Fire doors are opened daily as they close automatically. Evacuation routes to stay the same. If evacuation is needed, insist on social distancing on route to the</p>	<p>Fire practice to be done during the first 2 weeks. Will be repeated more regularly- each half term, rather than termly and if procedures</p>	

use of door handles and aid ventilation		playground and social distancing when lined up.	change that may affect our evacuation plan.	
get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed		Purchased sufficient supplies of toilet rolls, paper towels, soap, anti bac gel and extra cleaning products to compliment Churchills.		HW purchased 18/05/20 Churchills 7/9/2020 HW to check supplies and order more if needed.
Discuss with staff that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting		Advise staff, relax expectations around work wear.		All staff
Consider measures to support staff mental health and well being		To support staff at this difficult time signpost to additional resources – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice)	Training session 3/9/2020 also talk about this	All staff

Social distancing				
accessing rooms directly from outside where possible		All classes are to be accessed from their outside doors, except for Hawks , who will use the main double doors to the classroom.		Parent letter 14/972020 JS to send reminder letter 4/9 ,
Wearing face coverings		<p>This is not advised for primary schools at the moment, however in situations where it is impossible for an adult to remain at least 1m from a child for an extended period - close contact, a shield , face covering may be worn.</p> <p>Vulnerable adults Risk assessments completed and they will be exempt from doing certain aspects of their job, for example first aid. If there is an emergency and they have to, they will have a shield provided.</p> <p>Parent wishes for a child to wear a face mask, they will not be forbidden. However the parent will be shown the guidance around their use and effectiveness, for young children in primary school.</p>		School to purchase more shield for 7/9/2020

		Visitors to school, for example prospective candidates , who will be crossing bubbles, will be asked to have their faces covered when inside.		
considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors		Corridors are too small to socially distance therefore children will not be using them, to walk around school. Hawks, who will need to use them to come in, in the mornings and if they need to go to the toilet during lesson time. Kestrels will use the pegs for their coats and bags, but they will be supervised and only hang things up, or collect them one at a time. The toilets will be accessed via the outside door for Eagles and Kestrels class, as they have been doing since June 1st. Owls and Barn Owls will access their toilets and sinks via Barn Owls. Hawks will go through the corridor in lesson times All children will access the toilets via the outside door, when in the playground / on the field. A member of staff will supervise to make sure only 1 enters at a time.		JS to monitor if it is working effectively
staggering breaks to ensure that any corridors or circulation routes used have a		See above n/a		

limited number of pupils using them at any time				
staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.		<p>UIFSM packed lunches and PP children's food, will be taken from the kitchen by the kitchen assistant to their classes.</p> <p>Staggered lunch, children eat on field sometimes, but more usually in classroom.</p>		<p>All Staff</p> <p>Timetables for supervision clarified 3/4/2020- teachers will need to assist</p>
ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time		<p>Staggered lunches therefore staggered hand washing and toileting. Staff member from each class to supervise their own children</p> <p>At break time, spare adults from each class to check toilets, door handles and wipe down sinks daily.</p> <p>Adult taking first lunch break to check toilets and wipe down sinks daily.</p> <p>After school Churchills cleaner to clean toilet area thoroughly including washing floor.</p>		<p>All Staff</p> <p>Churchills</p>

		Staff to use the disabled toilet and wash down after use.	Sign in toilet encouraging staff to do this	
Specific measures for some children and young people who will need additional support to follow these measures		TA who is supporting 1-1 child, will wear a shield		
Use outside space for exercise and breaks:				
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff		Plan outdoor time in the curriculum for children this will include Forest School (Mondays), separate risk assessment given, daily mile, outside active learning for core areas and PE led by teachers	Risk assessments shared form companies and member of staff will attend sessions for Forest Schools	Teaching staff
although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young		Outdoor equipment, like the trim trail, wooden climbing frame can be used on a rota basis Children to hand sanitise before and after using		From 7/9/2020

<p>people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>				
<p>For shared rooms:</p>				
<p>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning</p>		<p>N/A Will not be using hall, except for situations as mentioned above or for timetabled PE slots, when we are unable to go outside.</p>		

of non-healthcare settings guidance				
stagger the use of staff rooms and offices to limit occupancy		n/a- too small staff room, staff to eat outside, socially distanced or in their rooms Children are not permitted to enter the office building during the day. Staff should aim to do most of their photocopying either before or after school. No parents / visitors to come into the office., unless appointment agreed by the headteacher	Staff to tell children when they arrive that the office is out of bounds	Training September 3rd
Reduce the use of shared resources:				
Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff		Children will discuss work and self mark / peer mark . No work to be taken home for assessment. All children have their own resources. Reading books can be taken home and when brought back , quarantined for 72 hours in a box for the rest of the week.		Teaching staff Set up rooms with resources - 4/9/2020
Seek to prevent the sharing of stationery and other equipment where possible.		children to be issued with clear pencil case with equipment		JS to source, before 3/9/2020
Practical lessons can go ahead if equipment can be cleaned		n/a		

thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts				
Adjust transport arrangements where necessary including:				
encouraging parents and children and young people to walk or cycle to their education setting where possible		Encourage parents to use their own vehicle , to walk , scooter or cycle, and not lift share with other families in different groups.		JS Parent letter 14/7/2020
schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if		Guidance from Dorset transport states all services running as normal. <i>Also," closed school transport routes will be running with no social distancing enforced, although other measures will be in place to improve ventilation and cleanliness. On such routes face coverings will be strongly recommended for all passengers."</i>	Link on letter to say contact Dorset transport directly, if there are any issues	JS Parent letter 14/7/2020 JG to check for any updates - 3/9/2020

public transport is required				
ensuring that transport arrangements cater for any changes to start and finish times		Children can arrive at 8:30, as normal and will need to enter around the internal path, around the front to enter by the gate to the playground	Taxi driver needs to bring group to the front gate- JG to speak to Taxi service At the end of the day, TA to meet taxi children in the hall for 3:00 and then escort them to the taxi	Inset day - discuss TAs that are available- to do the taxi
make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus		Dorset travel will ensure that transport providers are aware of this requirement.		
make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers		Dorset travel will ensure that transport providers are aware of this requirement.		

Additional factors that are important on a local level may be added to this template: