



Albemarle Primary School COVID-19 Risk Management Plan

This has been written using the National Education Union (NEU) guidance

'Planning Guide for Primary Schools, Coronavirus Crisis Workplace Check list' and guidance published by the DfE and Government.

At Albemarle, our number one priority is to ensure that our children, staff and wider community remain safe. This document outlines our **updated** wider planning, preparation and action plans in **response to the Government's plan for a full return of Primary school children from September 1st 2020.**

****This is a working document and is subject to change in accordance with updated Government guidance.***

All staff have had the opportunity to contribute towards the development of this document and in the event of a concern; staff should speak directly to the Head teacher (or a member of the Senior Leadership Team if they are unavailable.)

In line with the guidance issued by the NEU, within the document '*Planning Guide for Primary Schools, Coronavirus Crisis Workplace Check list*' we have followed a 10 step process as part of our Risk Management Plan to make sure that the Albemarle environment is as safe as possible.

This document should be read in conjunction with the 'School Return Plan.'

Risk Management Plan

Step 1 – Preparing the site

Step 2 – Review staff for availability in school.

Step 3 - Familiarise yourself with the maximum safe group size

Step 4 - Creating and staffing your temporary teaching groups

Step 5 – Practical Steps to reduce risk

Step 6 – External support for SEND and behaviour

Step 7 – Changes to routines for staff and pupils.

Step 8 – Communicating with staff

Step 9 – Communicating with parents

Step 10 – Managing pupil and staff wellbeing and mental health

COVID-19 Educational Preparations

Step 11 – Planning what to teach and how

Step 12 – Remote education during wider opening

Residual risk is identified using the following key: **HIGH, MEDIUM, LOW**

Step 1 – Preparing the site

Health and Safety Check of the building				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Health & Safety Checks <ul style="list-style-type: none"> hot and cold water systems gas safety fire safety kitchen equipment Specialist equipment used by pupils (eg for access/mobility/changing) security including access control and intruder alarm systems ventilation 	All Health & Safety checks are carried out within usual school time frame and as part of Health & Safety Audits (Last Audit was: February 2020) Decking area on Upper School site has been checked with actions linked to rotting wood. This will be closed off to staff and pupils whilst remedial work is sourced and carried out. The school has not closed for any significant period over the lockdown and has remained open during the Summer Holidays for Holiday School Care.	Ongoing	MS MK	LOW/MEDIUM
Are you satisfied that these checks will be complied with in time for extended opening?			YES	
Cleaning and hygiene				
The availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing (and if possible in classrooms).	All classrooms have hot running water with soap and hand sanitiser. This includes areas of personal care. Supplies are checked regularly (daily)	Ongoing	MS Premises Staff	LOW
The location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment.	Hand sanitiser dispensers is in all classrooms, both dinner halls and signing in/out stations on the Upper and Lower School Site. Supplies are checked regularly and Premises replenish where required.	Ongoing	MS Premises Staff	LOW
The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste.	Lidded bins have been purchased and are in all key areas used by adults and children. Bins are emptied regularly.	Complete	MK	LOW

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Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins for disposal, with any other potentially infected waste.	Disposable tissues are available in all classrooms and key areas (including staff rooms, office spaces, kitchens and meeting rooms). Supplies are monitored and checked daily by the premises team.	Ongoing	MS Premises Staff	LOW
Will soap and, preferably warm, water be available at all times, with systems in place to ensure continuity of supply of soap and sanitiser?	All classrooms have hot running water with soap and hand sanitiser. Supplies are checked daily	Ongoing	MS Premises Staff	LOW
How will the school ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival?	Social distancing implemented on the pavements outside the school using markers, signs and cones. Staff use the car park gates instead of the main gates. Staggered start and finish times at 10-minute intervals are in place to limit the number queuing at a particular time.	Ongoing	SLT	LOW
Are lidded bins available in every classroom? Unless operated by pedal, the lids will need to be regularly sanitised throughout the day. How will this happen? Who will empty them during the day?	New lidded bins are operated by a pedal. These are cleaned and monitored by the Premises Staff.	Ongoing	MS Premises Staff	LOW
What arrangements are in place to keep every classroom supplied with tissues?	Yes – staff can ring the office, who will contact the premises team when supplies are low. Staff can also write this in the Premises contact books on Lower and Upper School sites.	Ongoing	MS All staff	LOW
Will staff and children wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, and how will this be supervised and monitored?	All staff, parents and children have been informed about this. New handwashing signs have been put around the building and staff are including handwashing into daily routines. Learning Bubble staff are responsible for this being monitored. Between lunch sittings, the tables are wiped down between Year Group Bubbles.	Ongoing	All staff	LOW
Will pupils be regularly reminded to catch coughs and sneezes with a tissue or elbow?	Yes	Ongoing	All staff	LOW

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Will appropriate PPE be provided in schools where pupils are unable, or less able to catch their sneezes and coughs?	PPE including: Gloves, Masks and Aprons are available to staff who require it, or feel more comfortable working using an item of PPE. PPE Levels are monitored closely (due to high demand) and orders will be made as and when required. Staff can request PPE from the office.	Ongoing	MK	LOW
Will hand dryers be disconnected and replaced with paper towels and bins?	Paper Towels are available in toilets and kitchen areas.	Ongoing	MS Premises Staff	LOW
Will drinking fountains be taken out of use?	All water fountains have been disconnected.	Complete	MS	LOW
Will only rooms with windows that can be kept open be used?	Yes. Excluding the Computing suite, where the door will be open at all times.	Ongoing	All staff	LOW
Will doors be kept open where possible to aid ventilation?	Yes all doors (excluding fire doors) should be open to encourage ventilation. This is the responsibility of Bubble staff in classrooms.	Ongoing	All staff	LOW
Will separate risk assessments take place in classes where leaving a door open will expose children to additional risks (eg runners)?	No – the site is secure and if a child leaves a classroom without permission classes have enough adults to release a member of staff and for SLT to be contacted.	Complete	Learning Bubble Staff SLT	LOW
Will air conditioning systems not be used unless it can be confirmed that there is no additional risk?	Air Conditioning Units will not be used (Computing Suite only)	Ongoing	All staff	LOW
Will all areas of the premises be thoroughly cleaned on a daily basis, such as: <ul style="list-style-type: none"> • photocopiers, • door handles, • table/counter tops, • computers including mouse and keyboard, • light switches • telephones, • chairs, • bannisters, • shared learning resources or toys, specialist equipment for SEND pupils, • toilets and toilet handles, sinks, taps 	Yes – Premises staff are on a rota to clean zones of the school and they have been informed of key expectations. During the school holidays, the school was deep cleaned. Designated adults are on duty to clean touch points.	Ongoing	MS Premises Staff	LOW

Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment?	Yes – each class has been provided with: <ul style="list-style-type: none"> • Hand sanitisers • Gloves • Masks • Anti-Bacterial Wipes • Handwash Soap • Tissue Boxes 	Ongoing	MS Premises Staff	LOW
Is there capacity amongst the cleaning staff to meet these requirements?	Yes – this will be constantly reviewed by the Premises Manager and the Senior Leadership Team	Ongoing	MS MK Premises Staff	LOW
Are you satisfied with the cleaning and hygiene arrangements that will operate from when extended opening begins?		YES		
Movement around the school				
Will a one-way system be introduced? If not, why is it not needed? This is clearly sign posted.	All classrooms allocated entry and exit doors and in most cases these are external doors. There is a one way system in place in the Lower School (Upstairs). Staff and children go up the office stairs and down the library stairs.	Ongoing	All Staff	LOW
What arrangements are proposed for safe movement on staircases?	Children walk single file and stay the right hand side. Hand rails are wiped regularly. This has been shown to the children via virtual assembly.	Ongoing	All Staff Premises Staff	LOW
What arrangements are in place for use of lifts – can social distancing be achieved if a Staff member travels in the lift with a child?	Lifts are not required to be used as part of normal practice and should be used in an absolute emergency.	Ongoing	MK	LOW
How will staff and children be made aware of the new arrangements, with particular reference to very young children and those with special needs?	All children are informed and reminded regularly within their Learning Bubbles. This is also re-iterated to parents through school communication.	Ongoing	All Staff	LOW
Who will monitor that the systems are being complied with?	The Senior Leadership Team will monitor practices.	Ongoing	SLT	LOW
Will a member of staff be on duty at all times?	A member of the Senior Leadership Team will be available at all times during school hours.	Ongoing	RH	LOW

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Is there provision for the movement of pupils around the school who may need additional assistance from an adult?	The Senior Leadership Team will be available to all staff and designated members of SLT are assigned to key pupils (phases).	Ongoing	SLT	LOW
How will pupils and staff keep 2-metres apart, even with these arrangements?	This is encouraged throughout the school day. Parents have been made aware that it is impossible to guarantee social distancing at all times.	Ongoing	All Staff	LOW
What arrangements are proposed around access to pupil toilets to ensure no overcrowding during lesson and break times?	Each Year Group has assigned toilets. Most of these are in the classrooms. Where they are not, the toilets are clearly labelled. Break times are staggered and groups are allocated spaces to avoid overcrowding – the on duty adults also monitor this.	Ongoing	SLT All Staff	LOW
What signage will be displayed to support these new systems?	Arrows, cones, videos and explanations are provided to all stake holders to ensure that staff, parents and children understand the processes. This is monitored by SLT.	Ongoing	SLT All Staff	LOW
Are you satisfied that staff and children will be able to move safely through the corridors and up and down stairs from the date when the school opens on 1st June?		YES		
Site Examination				
Given that classes will be split, how in practical terms can resources be split between two classrooms?	Key resources allocated to each Year Group and each child has an allocated desk and pencil case to minimise sharing of resources.	Ongoing	Learning Bubble Staff	LOW
Will additional resources be needed to ensure that both classes have what they need?	Not at this stage – this will be continually reviewed by the Senior Leadership Team.	Ongoing	SLT	LOW
How will young children be taught (reception especially and nursery) without physical resources?	Soft furnishings/toys will be available but in a limited capacity. All soft furnishings are sprayed with anti-viral spray. Physical resources are selected by the Early Years staff and cleaned after use.	Ongoing	EYs Learning Bubble Staff	LOW
Are you satisfied that these arrangements will be in place in time for extended opening and that they will work on a practical level?		YES		

Step 2 – Reviewing staff for availability in school

Audit of staff				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Are you satisfied with the proposed rota arrangements?	School is open for all children with staggered start times for different year groups beginning at 8:30 and finishing at 9:00. Please see 'School Return Plan' for further details. Rotas are designed to minimise mixing of children and adults with a focus on 'Year Group Bubbles'	Complete	RH	LOW
Have you been given an assurance that there will always be a head/deputy, first aider, Designated Safeguarding Lead (DSL), SENCO, caretaker and sufficient cleaning staff on duty at all times?	All members of SLT are DSL trained and at least one member will be on site at all times. Premises staff are on a rota to cover zones of the school building. The school has one SENCo, who can be contacted via email, if they are not on site.	Ongoing	SLT	LOW
Are you satisfied that consistency can be ensured to minimise staff movement between classes?	Yes – Classroom Staff, Cover Staff and Lunch Time staff have been allocated	Ongoing	SLT	LOW
Has it been confirmed that sufficient cleaning staff will be engaged to allow for the enhanced cleaning levels required?	Yes – Premises staff are on a rota to cover zones of the school building. Overtime is available to address unexpected issues. This is monitored by SLT	Ongoing	MS SLT	LOW
Have you been given an assurance that non cleaning staff will not be expected to undertake cleaning work?	Yes – cleaning is not an expectation, however staff are welcome to clean areas if they wish.	Ongoing	All Staff	LOW
Has the site been measured to ascertain what the maximum capacity is and proportion of pupils that can be accommodated to allow safe distancing?	The site and staffing levels has been evaluated by the Senior Leadership and follows Government Guidance of a full school return in September. This may need to be reviewed if staffing levels are impacted by the pandemic.	Ongoing	MK	LOW
Is it clear to all staff and parents that only healthy staff and pupils who are not exhibiting symptoms, and who do	Yes – all parents have been told to keep their child at home if they are displaying symptoms. All parents have been informed about self-isolation expectations and that they must organise a COVID-19 test in this event.	Ongoing	MK	MEDIUM/HIGH

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<p>not need to self-isolate, may attend school?</p>	<p>The school will provide families with tests if they are unable to organise one.</p> <p>All children are temperature checked on the school gate upon entry and in school isolation procedures have been shared with staff.</p> <p>SLT/Office staff are informed immediately, parents are contacted for collection and the children is appropriately isolated with a senior staff member to support.</p>			
<p>Is it clear that pregnant staff and those with underlying health conditions that make them vulnerable, or who live with or care for vulnerable or shielding household members or those over age of 70 are permitted to continue to work from home? The DfE advises that if 'vulnerable' as opposed to 'extremely vulnerable' staff cannot work from home 'they should be offered the safest available on-site roles', also that a member of staff who lives with someone who is vulnerable can attend work. The joint unions disagree, both should be allowed to work from home.</p>	<p>A staff survey has been sent to all staff to ascertain any concerns about the phased return. Staff with any concerns have been strongly encouraged to speak to the Head teacher.</p> <p>Each individual case is reviewed by the Chair of Governors, Head teacher and the school's HR department (if they request alternative arrangements).</p> <p>Members of staff above the age of 70 will have a separate risk assessment.</p>	<p>Ongoing</p>	<p>MK</p>	<p>MEDIUM</p>
<p>Have the risks to Black staff been assessed when planning rotas? Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>	<p>The BAME Risk Assessment has been shared with all staff. Any staff member who has concerns about this is strongly encouraged to speak to the Head teacher.</p>	<p>Ongoing</p>	<p>MK</p>	<p>MEDIUM</p>
<p>Will parents be advised that the school cannot guarantee to be able to keep their children socially distant, with support for parents to assess the risks to themselves and other family</p>	<p>Yes – parents have been informed about the school not been able to guarantee social distancing through school letters prior to any child returning to school as part of the full return.</p>	<p>Ongoing</p>	<p>MK</p>	<p>LOW</p>

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members of sending their child to school?	An overview of the school's approaches to making Albemarle safe has been shared with parents through videos of social distancing, the classrooms and an information leaflet for the whole school and one linked to their bubble.			
What arrangements are in place for safe induction of new staff during this period?	The induction process will incorporate this Risk Management Plan and the School Return Plan. Any other information as deemed necessary by the Senior Leadership Team.	Ongoing	SLT	LOW
Have catering staff been involved in discussions about how meals will be served and are there sufficient catering and lunchtime supervision staff to ensure that children can safely eat their lunch?	Yes – this involves staggered lunch sittings with no more than 60 children in the hall at any time. (equivalent to one Year Group Bubble)	Ongoing	RH	LOW
Is there a procedure to close the school or college at short notice if staffing levels fall to levels where safety cannot be assured?	Yes – the Head teacher and Assistant Heads continually review staffing availability to ensure that adult ratios remain safe. If this cannot be adhered to, then certain bubbles may be asked to stay at home.	Ongoing	SLT	LOW
Are you satisfied that safe staffing levels will be in place from when the school starts to open more widely?		YES		
If there is no head teacher/deputy head teacher, DSL, SENCO, caretaker/adequate numbers of cleaning staff available will the school close if any of these key staff are unavailable?	Yes – if the following scenario occurs then all parents will be contacted that the school must close for a period of time. <ul style="list-style-type: none"> • None of the DSL trained members of staff are able to work. • Less than 50% of cleaning staff are available to work • None of the qualified first aid members of staff are able to work. This would be communicated in writing to parents.	Ongoing	SLT	LOW

Step 3 – Familiarise yourself with the maximum safe group size

Group sizes				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Given that social distancing is expected in all other areas of society, it is unacceptable that the Government expects schools to open without the protections that are recommended for other environments, e.g. shops and public transport. What is proposed to address this issue?	<p>The school has applied a maximum of 60 children in each Year Group Bubble with at least 2 members of staff with each class. All groups have staggered start, break, lunch and end times.</p> <p>All children, staff and parents are aware of the importance to strongly encourage social distancing but we have made all parents/carers aware that this cannot be guaranteed amongst children and staff.</p>	Ongoing	MK	MEDIUM / HIGH
Where there is a risk of airborne contamination, because social distancing cannot easily be adhered to, particularly where staff are at risk from spitting or biting and where pupils are unable to catch or control coughs and sneezes, the joint unions believe that PPE must be provided and training given on its use and disposal. Will this happen?	<p>Any member of staff at Albemarle is able to wear PPE if they so wish, regardless of situation.</p> <p>PPE is provided by the school (Gloves, Masks and Aprons)</p> <p>Where staff request training, they should submit this request using the School's Course Request form and a member of SLT will organise this.</p>	Ongoing.	SLT	LOW
Will PPE be available for emergency situations, for example when a pupil develops symptoms during the school day and is awaiting collection?	Yes	Ongoing.	SLT	LOW
What assurances can be given about secure arrangements for sourcing PPE?	The school is working in partnership with the Local Authority and they are distributing PPE. Resource levels will be monitored and new equipment will be sourced early (due to the high demand)	Ongoing	MK	MEDIUM

Can confirmation be given that, if any member of staff wishes to wear a face covering, they will not be prevented from doing so?	Yes	Ongoing.	All Staff	LOW
Are you satisfied that adequate arrangements for group sizes, social distancing and PPE where necessary will be in place when extended opening begins?	YES *Social distancing cannot be guaranteed in a Primary School*			

Step 4 – Creating and staffing your teaching groups.

Group sizes				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
How many pupils can each individual classroom safely accommodate to ensure that they and staff remain 2-metres apart on entry and departure and during the lesson? This needs to take account of the additional staff numbers in classes with SEND pupils who have individual adult support. How many people altogether will be in a classroom should be the measure.	In line with Government Guidance, all children are expected to return and each class will have 1 teacher and 1 teaching assistant Where there are children with specific SEND needs. Each case will be reviewed individually by the Head teacher and Assistant Head for Inclusion.	Ongoing	MK/GB	LOW / MEDIUM
What areas are safe to use for different purposes than usual to aid social distancing?	The school halls and ACE building are safe to use for Year Group Bubble rooms if required. This will be reviewed regularly in accordance with numbers.	Ongoing	SLT	LOW
Has account been taken of the fact that some staff, in particular support staff, normally work at close proximity to individual pupils and how this work can continue in a safe manner?	Yes – all Year Group Bubble staff are allocated to support the children and social distancing is encouraged for all staff.	Ongoing	SLT	LOW / MEDIUM
To what extent can parents of SEND children be reassured that their child will still be working with, or have access to, their key worker/learning support assistant?	No children are assigned one adult. The Year Group Bubble staff are allocated to their respective classes and will remain with that group of children for the remainder of the academic year. We reserve the right to review this arrangement	Ongoing	SLT	LOW
Is the school prepared to consider attendance on a rotational basis in order to reduce class sizes?	No – The school is open for 5 days a week for all children with staggered start times.	Ongoing	SLT	LOW
Can an assurance be given that teaching assistants, unless it is part of their normal role such as for higher level teaching	Teaching Assistants are included in Bubble groups and maybe required to provide support the delivery of lessons under the direction of SLT and the class teacher.	Ongoing	SLT	LOW

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assistant, will not be expected to lead classes?				
Will supply teachers be brought in as necessary?	No – not for September. This will be reviewed in October 2020.	Ongoing	SLT	LOW
Will senior leaders be available to cover classes if needed?	Yes - Senior Leaders will be visible around the school to support with key children and provide support to adults.	Ongoing	SLT	LOW
Will parents be told not to bring their children to school if there is a shortage of staff for a particular class?	No – the school has adequate cover capacity to cover shortages. If a number of staff are off, this may have to be reviewed and parents will be informed accordingly.	Ongoing	SLT	LOW
Are you satisfied that the arrangements to operate from when the school opens more widely are safe and fair and will be acceptable to both teachers, teaching assistants and learning support assistants?	YES			

Step 5 – Practical steps to reduce risk

Risk Reduction				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
How does the school propose to ensure social distancing at the start and end of each school day?	Social distancing information videos sent to all staff and parents. Cones, Signs and Floor Markers provided to maintain social distancing at the start and end of the day. There are staggered start/end times at 10-minute intervals. The road between Upper School and Lower School has been closed between 8:30-9:00 and 3:00-3:30	Ongoing	SLT	LOW
If it is planned to undertake temperature checks, how will this be managed safely in terms of social distancing between the child and member of staff and to avoid queues building up?	Yes – temperature checks are taken at the school gate by SLT. Staggered start times mean that queues are kept to a minimum.	Ongoing	SLT	LOW
What measures are in place to protect staff and pupils who may at times need to use physical interventions (in alternative provision (AP) and mainstream) to protect pupils from harming themselves or others? (They will clearly not be able to socially distance when doing this.)	Social distancing is encouraged at all times and in the event of a concern the SLT should be contacted as soon as possible. There is a designated member of SLT for key children and if that member of staff wishes to wear PPE, they are able to.	Ongoing	All staff	LOW
Is it practical to stagger arrival times, if so how?	Yes – each Learning Bubble arrives every 10 minutes from 8:30am and is collected from 3:00pm	Ongoing	SLT	LOW
How will parents be informed and the system monitored?	Videos and letters have been sent to parents outlining the social distancing measures, the expectations for parents and what classrooms will look like.	Ongoing	SLT	LOW
Is there sufficient staffing to monitor the safe arrival and departure of children at varying times?	Yes – SLT are on the gate to monitor this and Classroom staff bring the children out.	Ongoing	SLT	LOW
How will overcrowding at the school gates or in the playground be prevented?	Staggered start times and SLT monitoring	Ongoing	SLT	LOW

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What will be expected of parents/carers in terms of social distancing and how will they be informed of arrangements?	All parents/carers have been made aware of social distancing arrangements through email and the information video. Parents are directed by SLT during drop off and pick up.	Ongoing	SLT	LOW
Will parents/carers be instructed that they may not enter the premises other than in an emergency situation?	Yes – parents have been told that the office is closed and that they can only contact the school via phone or email. Pre-booked, essential appointments are available upon request.	Ongoing	SLT	LOW
Will there be clear guidelines on entry to school about the procedures in place for essential visitors to the school?	Visitors are being kept to a minimum and a senior member of staff is responsible for explaining the school's key social distancing guidelines. Essential visitors will be asked to attend outside of hours where possible and must wear a face mask.	Ongoing	SLT Office Staff Premises Staff	LOW
Will there be social distancing measures in place for visitors to the school? †	They will be expected to follow the school's social distancing measures	Ongoing	SLT	LOW
Will visitors working closely with pupils be offered PPE where necessary?	At this stage, visitors will not be allowed to work closely with pupils or staff unless they are from the emergency services. This is under constant review	Ongoing	SLT	LOW
How will other unauthorised visitors be kept away?	The site is secure with external gates and these are monitored by CCTV.	Ongoing	SLT Office Staff Premises Staff	LOW
Will enough staff be available at the beginning of the day (and able to socially distance) to assist children in coming into school where needed (younger children/ children with SEND/anxiety etc)?	A clear procedure is in place for drop off and pick up. With all children meeting a member of SLT first for temperature checking and then meeting their Learning Bubble adults outside.	Ongoing	All Staff	LOW
How will break times operate to ensure social distancing?	Staggered break and lunch times. All groups have allocated timeslots for lunch and play.	Ongoing	SLT Learning Bubble Staff	LOW
What will happen in wet weather at break and lunchtimes?	Year Groups will be based in one of their allocated classrooms and adult capacity allows for rotated breaks.	Ongoing	SLT Learning Bubble Staff	LOW
What arrangements are in place to ensure that meals can be safely prepared and served?	The Catering staff have been included in the planning and preparation for COVID-19. All lunch	Ongoing	SLT Learning Bubble Staff	LOW

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	times are staggered with a maximum of 60 children in each lunch sitting.			
How many separate lunch sittings will be needed to ensure social distancing and is sufficient staffing in place to manage this, even where someone may be absent?	There are separate (half hour) lunch sittings with no more than 2 classes in where the children do not leave the hall across the Upper School and Lower School sites from 11:30-2:00. Lunch time and staff are allocated key groups of children to support.	Ongoing	SLT Learning Bubble Staff	LOW
Have families been told to provide water bottles?	Yes – clearly labelled water bottles. Plastic cups are prohibited	Ongoing	SLT Learning Bubble Staff	LOW
How will breaks for staff operate?	Break time rotas are organised within each year group bubble comprising of 4 adults and further cover staff	Ongoing	SLT Learning Bubble Staff	LOW
Have assemblies and the coming together of other large groups, both staff and pupils, been suspended †	Yes – assemblies will be virtual or pre-recorded	Ongoing	SLT	LOW
Is there a system in place for isolating children who develop symptoms during the day, while they wait to be picked up?	Yes – Classroom staff are to contact SLT/Office immediately and these children will be collected and isolated appropriately. Where possible, symptomatic children will isolate outside, which is considered to be the safest place or in a designated isolation space.	Ongoing	SLT	LOW / MEDIUM
Will all staff be sent home as soon as they report symptoms during the school day and will arrangements be in place to provide cover as necessary?	Any child or staff member who reports symptoms will be sent home immediately. A test must be arranged. If it is positive, the school will contact Public Health England for further guidance and advise parents accordingly.	Ongoing	SLT	LOW / MEDIUM
Have off site visits been suspended?	Yes for the first Autumn Term – This is under constant review.	Completed	SLT	LOW
What are the plans for ensuring that staff can travel safely to and from school?	Staff are expected to follow national government guidance. PPE has been provided to staff who wish to wear it. Extra parking permits have been arranged with the Local Authority to allow staff to drive to work and avoid using public transport.	Ongoing	MK SLT	LOW / MEDIUM

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<p>For those who have no car and cannot walk or cycle, how can they safely travel to school, when use of public transport is discouraged? (note: car sharing other than between members of the same household should not happen). A safe travel plan for each individual member of staff need to be agreed.</p>	<p>If staff have significant concerns, they are able to discuss these with the Head teacher.</p>	<p>Ongoing</p>	<p>TM SLT</p>	<p>LOW / MEDIUM</p>
<p>Are you satisfied that these issues have been resolved to your satisfaction in time for the start of extended opening on 1st June?</p>		<p>YES</p>		

Step 6 – External Support for SEND and Behaviour

External support for SEND and Behaviour				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Will individual risk assessments and discussion with parents/carers have taken place and been agreed by the date when extended opening begins, to ensure that any provision required by a child in order to attend school is safely in place?	Each individual case will be reviewed by the Head teacher and Assistant Head for Inclusion. All key children have been allocated a designated member of SLT.	Ongoing	TM / GB	LOW / MEDIUM
Where LAs cannot, despite ‘best endeavours’ provide the support listed in an EHC plan can pupil safety in school be guaranteed? Eg behaviour support.	Each individual case will be reviewed by the Head teacher and Assistant Head for Inclusion. All key children have been allocated a designated member of SLT.	Ongoing	TM / GB	LOW / MEDIUM
Will there be clear guidelines on entry to school about the procedures in place for essential visitors from external agencies visiting pupils at the school (eg educational psychologists, child and adult mental health services (CAMHS), behavioural support, advisory teachers etc)?	This is under constant review and is led by the Assistant Head for Inclusion. Virtual meetings are continuing to take place where appropriate.	Ongoing	GB	LOW
Will there be social distancing measures in place for visitors from external support agencies visiting pupils at school?	All external agency visits are reviewed accordingly.	Ongoing	GB	LOW
Will visitors working closely with pupils be offered PPE where necessary?	Yes	Ongoing	SLT	LOW
If LAs cannot provide additional trauma support for pupils can another provider be quality assured and risk assessed in time for when the school beings to open more widely?	The school uses a dance and movement psychotherapist. A staff member has had training in supporting children with bereavement. Assistant Head for Inclusion has completed training on understanding trauma in young people.	Ongoing	SLT	LOW
Are you satisfied that these issues have been considered and that measures covering these areas will be in place in time for extended opening.		YES		

Step 7 – Changes to routines for staff and pupils

Staff and Pupil Routines				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Will guidance and training be provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins?	Yes – school INSET will take place on Wednesday 2 nd September to inform all staff of new arrangements.	Completed	SLT	LOW
Will individual pupil risk assessments be in place for all pupils who exhibit anti-social behaviour, eg biting, before a decision is made about admitting them under the new arrangements?	No – allocated members of SLT are assigned to key children who may display these behaviours to support them. Parents asked to remain available throughout the day to collect children in the event of illness or behaviour concerns.	Ongoing	SLT	LOW
Will compassionate and proportionate behaviour policies that protect health and safety, while also supporting pupils who may exhibit problematic behaviours as a response to trauma they may have experienced during lockdown, be in place by the time wider opening begins?	School Behaviour policy is in place and based upon positive re-enforcement. Where concerns arise, SLT will be called by classroom teams.	Ongoing	SLT	LOW
It will not be safe to mark children’s books during this period. Will clear instruction be given that no marking should take place and the books should not be taken to and from home/school?	There is no expectation that books should be marked. If staff wish to do so, gloves are available in each Learning Bubble classroom.	Ongoing	Learning Bubble staff	LOW
Will staff be told to wash their hands before and after handling pupils’ books? Will library books be regularly sanitised?	Library books and shared books will be used by the children, but books will be taken out of circulation for 72 hours after use. Staff have been regularly encouraged to follow key guidance and the equipment to ensure this is followed (hand sanitiser, soap etc) has been provided.	Ongoing	Learning Bubble staff	LOW

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Some teaching assistants will be used to working in very close proximity to individual pupils, so how can this work continue in a safe manner?	All staff are encouraged to follow social distancing measures where possible and if a member of staff requires PPE, then this will be made available.	Ongoing	Learning Bubble staff SLT	LOW
Have parents been informed about new arrangements for drop off and pick up routines?	Yes – all parents informed via email, text, newsletter and social media.	Ongoing	SLT/Office	LOW
Have other regular visitors to the school, eg parent volunteers, been informed that they should not attend at this time?	Yes	Completed	SLT/Office	LOW
Do essential contractors, including those who deliver food, understand how they may access the premises and what precautions are expected of them while they are on site?	Yes – Upper School gate for food deliveries	Completed	LE Catering staff	LOW
Are catering staff aware of new safe working practices?	Yes – They were apart of the whole school INSET and have been made aware of the changes to timetables. They have also been provided with additional cleaning equipment, PPE and hand sanitiser	Completed	SLT	LOW
Are you satisfied that these issues have been adequately addressed before extended opening begins?		YES		

Step 8 – Communicating with staff

Communicating with staff				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Will senior staff be visibly present around school during the day?	Yes – 4 members of the Senior Leadership Team available to support staff.	Ongoing	SLT	LOW
What arrangements will be put in place to ensure regular staff feedback on arrangements?	Staff have been involved at all stages of planning and preparation, including surveys and the INSET days.	Ongoing	SLT	LOW
Are you satisfied with on-going communication arrangements?			YES	

Step 9 – Communicating with parents

Communicating with staff				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
Are you satisfied that parents are aware of what is expected of them?	Yes - Significant communication has been sent out to parents via text, email, newsletters and social media.	Completed May require review	SLT	LOW


Step 10 – Managing pupil and staff wellbeing and mental health

Wellbeing and mental health				
Hazard / Risk / Issue	Action(s) / Response	Status of Action	Risk Owner	Residual Risk
What guidance will be given to staff on how to support children?	The school uses a dance and movement psychotherapist. Key staff have training in supporting children with bereavement. Assistant Head for Inclusion has completed training on understanding trauma in young people. SLT will be available to provide support and guidance throughout the school day.	Ongoing	SLT	LOW
What pastoral support services will be available?	Each case will be reviewed individually to ensure the correct support can be put in place.	Ongoing	SLT	LOW
Does the school recognise its duties under health and safety law to protect the mental as well as physical health of staff?	Yes – there is support available for staff through Wandsworth LA and contact details for this service is in both staff rooms. The SLT are also available to support staff.	Ongoing	MK / SLT	LOW
What plans are in place to ensure that this duty is applied?	There is support available for staff through Wandsworth LA and contact details for this service is in both staff rooms. Mindfulness Coach has been made available to staff where appropriate and required.	Ongoing	MK	LOW
What counselling services are available for staff and pupils who may need support?	There is support available for staff through Wandsworth LA and contact details for this service is in both staff rooms.	Ongoing	MK	LOW
How will the school monitor workload at this time to ensure a reasonable work/life balance for staff?	The school will manage workload regularly in partnership with school staff	Ongoing	SLT	LOW
Are you satisfied that appropriate measures will be in place when the school begins to open more widely?			YES	

COVID-19 Educational Preparations.

Please refer to section 3 and section 5 of the School Return Plan for further information.

Step 11 – Planning what to teach and how

Wellbeing and mental health		
Hazard / Risk / Issue	Action(s) / Response	Status of Action
The DfE toolkit recommends that children should be taught not to touch their faces – how can this realistically be taught or monitored?	This is will be encouraged where appropriate through the curriculum and children will be reminded of this during the school day.	Ongoing
It is also recommended that resources for painting, sticking and cutting be washed before and after use – what additional staff resources will be allocated to these tasks, given that these materials are likely to be in constant use?	All children have been allocated with individual (including Art) resources in their trays as shown below: 	Ongoing
How will staff ensure that children do not share these resources?	As shown above. Children will be encouraged to keep these trays clean and tidy.	Ongoing
How will staff be supported to teach outside their usual year group/key stage responsibility?	Staff will be working in allocated year groups as part of the full return. Google Classroom will provide videos and resources from teachers who usually work in this year group. This ensures consistency and provides CPD for staff.	Ongoing
Has time been given for staff to work together to agree shared priorities for children’s learning?	Yes – this was discussed during the implementation of Google Classroom.	Ongoing
Has time been identified for staff to work together to prepare teaching, particularly to adjust their teaching of practical lessons	Yes – staff have been provided with a day for PPA each week to support with Google Classroom preparation.	Ongoing

and of play-based curriculum without shared physical resources?		
Has support been given to teaching assistants to prepare for supporting pupils?	Yes – INSET days were provided to support the set up of resources, tables and classrooms.	Ongoing
How will staff maintain continuity of learning and support as pupils begin to return, but have additional periods of time away?	Staff will use Teacher Assessment to provide activities that support children’s transition and academic progress to the best of their ability.	Ongoing
Are you satisfied that these issues will be adequately addressed by the time extended opening begins?		YES

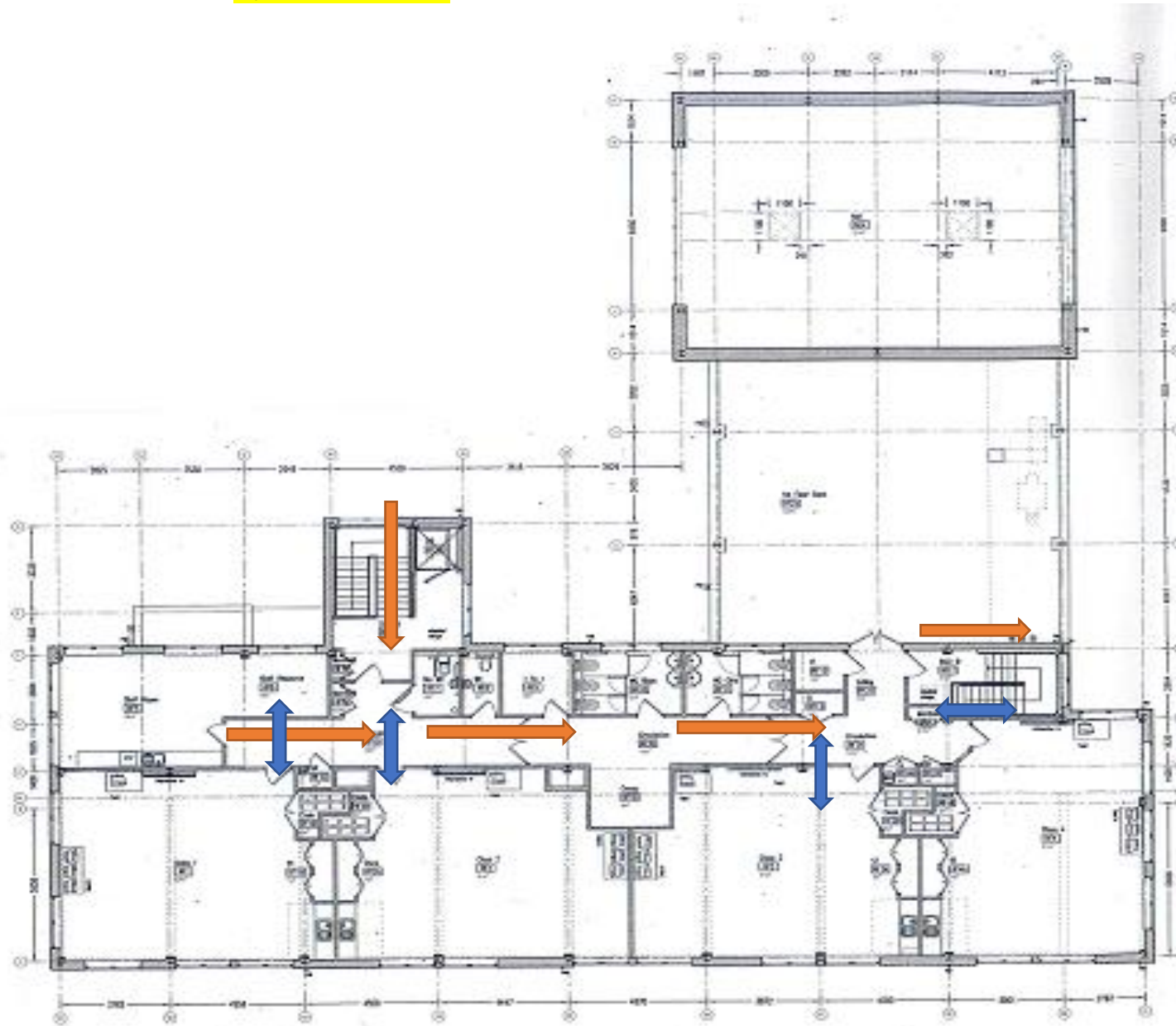
Step 12 – Remote education during wider opening

Remote education during wider opening		
Questions/Risk	Action(s)/ Response	Status of Action
What arrangements will be in place for year groups not eligible to attend?	Yes but only in the event of a year group being sent home or a local lockdown – Google Classroom. English (including reading), Maths and Foundation lessons set daily at 9am.	Ongoing
What arrangements will be in place for pupils with underlying health conditions who cannot attend school?	These will be reviewed on a case by case basis and year group teams will provide a learning pack to support children unable to attend school	Ongoing
How will the senior leadership team (SLT) ensure that any change in opening arrangements does not increase workload for staff whether working at home or at school	Staff have been involved in each decision process and have been provided with the forum to discuss concerns.	Ongoing
Are you satisfied that the school will be able to operate on both levels with the staffing available and without increasing the pressure on staff when extended opening begins?		YES

Appendix 1

First Floor –

One Way System



Appendix 2 – School drop off & pick up map

