



RISK ASSESSMENT

Covid-19 Full Opening – September 2020

Assessment Date: 14 July 2020

Updated: 9th September 2020

Assessor: Sarah Armitage

Task/Activity	<ul style="list-style-type: none"> Recommended System of Controls https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (Guidance 28.8.20)	School Actions/ Control Measures	Already in place	New for September 2020	RISK LEVEL	Are Existing Controls Adequate?	
						Yes	No*
Full opening of all classes in September 2020	<ul style="list-style-type: none"> Reduced contact of groups of children/staff. Group children together avoiding contact between groups. Minimise the number of contacts that pupils have during the school day to reduce the risk of transmission. <p>When putting measures in place – schools must be able to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.</p> <p><u>Maintaining distinct groups or ‘bubbles’ that do not mix</u> makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, <u>maintaining consistent groups remains important</u>, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>All teachers and other staff can operate across different classes and year</p>	<ol style="list-style-type: none"> Staggered entrance and leaving times. Staggered break and lunchtimes. To ensure a full and high quality curriculum can be delivered, children will work in Year Group bubbles but with children working within their class group for the majority of their day in years 1 and 2. Staff will mostly work within bubbles of either Reception, Years 1 & 2 other than HLTAs who will cover in two or three year groups and Emma who will aim to maintain a distance of 1 metre. Wherever possible, staff absence/cover should come from within the bubble and should be arranged by year group leads. Face coverings/masks should not be worn in classrooms. PPE equipment is needed when caring for children with intimate care plans or caring for a child who displays COVID symptoms. Face coverings can be worn only in communal areas if social distancing cannot be adhered to. Basic first aid and medical needs of children should be met within bubbles. Otherwise they should be brought to the school office. Specific staff should have relevant current training to meet children’s needs such as anaphylaxis /epi-pen, diabetes, paediatric first aid. All medical forms must be 	/	/	H	Yes	

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	groups in order to facilitate the delivery of the school timetable.	<p>up to date and medicines should be stored safely in designated bubble areas.</p> <p>9. Fire risk assessment should now revert to normal guidance.</p> <p><u>School attendance will therefore be mandatory again from the beginning of the autumn term.</u> This means from September the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> a) Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; b) schools' responsibilities to record attendance and follow up absence c) the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 		/			
Classroom Organisation	<ul style="list-style-type: none"> Arrange classrooms with front facing desks. Staff to maintain distance from pupils and other staff as much as possible. <p><u>Ideally, adults should maintain 2 metre distance from each other, and from children.</u></p> <p>In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided,</p>	<ol style="list-style-type: none"> All children in Year 2 will sit on forward/angled to front facing desks. Children in Reception and Year 1 will have designated forward facing carpet spots Day to day necessary equipment such as coloured pencils, white boards, white board pens, rulers will be kept in bubbles and children will sanitise/ wash hands before use. Children will have their own individual pen/pencil in Year 2 Bags are now allowed in school, although children should limit this to a coat and hat and a lunchbox for the small number bringing in a packed lunch. Teachers may take books and resources from their bubble home. There will be no assemblies in the hall. PE lessons will be outdoors whenever possible. If the hall is used it must be thoroughly cleaned before another bubble uses it. Singing should only take place in groups of 15 or less all facing forward and spaced apart. External coaches may work in school. They may work across the school as long as they can maintain a distance of at least 1m (preferably 2m) thoroughly cleaning resources or leaving a time period of at least 72 hours before another bubble uses equipment. Limited soft furnishings will be used in classrooms and 	/	/	H	Yes	

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	<p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.</p> <p>We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>with regular cleaning/72 hour rotation</p> <p>11. One-way circulation will remain in place where possible.</p> <p>12. All areas of school will be as ventilated as possible.</p> <ul style="list-style-type: none"> All operators of activities must carry out a risk assessment. This risk assessment must be specific to the activity and the location and should include, as a minimum; <ul style="list-style-type: none"> How the provider will address handwashing and surface cleaning How the provider will ensure social distancing How the provider will limit numbers and what the maximum number per session for their activity is (recommendation is an area of 100ft² or 9.3m² per person) Whether the activity includes vulnerable groups and how they can be protected How the provider will safely carry out first aid if it is required Whether it is actually safe to permit the 	<p>/</p> <p>/</p>	<p>/</p>			

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		<p>activity to run</p> <p>OIA must be provided with a copy of the risk assessment and satisfy themselves that the risk has been controlled sufficiently.</p> <p>Arrival and leaving times can create particular pinch points, particularly if an operator offers more than one session (e.g. football club). Operators should ensure that they have appropriate controls to ensure that people arriving and leaving can do so safely and that groups of people waiting to enter a facility can do so safely.</p> <p>OIA will provide each organisation with a copy of the IFTL Covid-19 Risk Assessment for Lettings document.</p>					
Pupils/Staff who are shielding or self-isolating	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils and staff who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <ul style="list-style-type: none"> Where children to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 	<ol style="list-style-type: none"> All staff and children who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing as per this risk assessment. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Remote education will be provided immediately (see below) for all children who are complying with clinical or public health advice. Absence will not be penalised. 		/			
Prevention (hygiene)	<ul style="list-style-type: none"> Clean hand thoroughly and more often than usual - Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 	<ol style="list-style-type: none"> All children to wash hands as a minimum on entrance to school and before exiting, before and after eating and outside play. Supplies of soap, anti-bacterial gel, paper towels, tissues, cleaning products and first aid resources will be readily available. The 'catch it, bin it, kill it' approach will be taught and enforced. Wall-mounted hand sanitiser is available outside each classroom and cloakroom As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates 	/	/	H	YES	
Prevention (minimising)	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or 	<ol style="list-style-type: none"> Pupils, staff and other adults must not come into the school if they have <u>coronavirus (COVID-19) symptoms,</u> 	/		H	YES	

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contact with individuals who are unwell)	who have someone in their household who does, do not attend school.	<p>or have tested positive in the last 10 days.</p> <p>2. Anyone developing symptoms during the school day must be sent home and advised to follow ‘<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>’, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Symptoms: A new, continuous cough a high temperature a loss of, or change in, their normal sense of taste or smell (anosmia)</p> <p>If a child with symptoms as above is awaiting collection, they must be moved to the school library where they can be isolated behind a closed door with appropriate adult supervision. The window should be opened for ventilation.</p> <p>If they need to go to the toilet while waiting to be collected, they should use the disabled toilet in the school foyer. This toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP,</p>	/				

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		<p>pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p>					
Response to Infection	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process. Manage confirmed cases of COVID-19 amongst the school community. Contain and outbreak by following local health protection team advice. 	<p>We have registered with the NHS Test and Trace process and know how to contact their local Public Health England health protection team. Milton Keynes is covered by the East of England team, NOT Bucks. Telephone 0300 303 8537</p> <p>Staff members and parents/carers must understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, 	/		H	YES	

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		<p>including children under 5.</p> <ul style="list-style-type: none"> - Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. - <u>Self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <p>Parents and staff must inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. - if someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 					
Managing Confirmed Cases of Coronavirus	<ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID- 	<ol style="list-style-type: none"> The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 	/	/	H	YES	

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	19) attended the school – as identified by NHS Test and Trace.	<p>2. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>3. The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school should keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>4. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>5. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households</p>					

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		<p><u>with possible or confirmed coronavirus (COVID-19) infection</u>.</p> <p>They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on <u>testing and tracing for coronavirus (COVID-19)</u></p>					
Containing any outbreak by following local health protections team advice.	<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 	<p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	/	/	H	YES	
Enhanced Cleaning	<ul style="list-style-type: none"> Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as 	The school will be cleaned every day in accordance with the gov.uk guidance on cleaning in non-healthcare settings:	/		H	YES	

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	detergents and bleach	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 1. More frequent cleaning of rooms / shared areas that are used by different groups. Cleaning equipment located in every classroom which does not transfer between classes. The hall is the only area that will be used by different groups. This space will be used by all years on separate days and thoroughly cleaned. 2. Frequently touched surfaces being cleaned more often than normal. <ul style="list-style-type: none"> Classroom/toilet doors will be left open. Most outside doors hold themselves open 3. Resources that are shared between classes or bubbles, such as sports equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. – (see hall above) - All resources will be monitored and cleaned by intervention staff/school staff before use across classes.	/	/			
Catering	We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.	1. Hot school meals will be served from our kitchen. Reception and year 1 pupils will eat in the hall and year 2 children will carry their food to their own classroom to eat. This will be monitored and re-assessed at least half-termly.		/	H	YES	
Wrap Around Care	Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable	1. Kidz Club (Breakfast Club and After School Club) will take place in the spare year 1 classroom (between Giraffes and Reception) and outdoors when possible. Children in KC will remain in year group bubbles. If space is limited, the hall will be used 2. Breakfast Club hours will be 7.45 – 8.45am. 3. After School Club hours will be 3 – 6pm	/	/	H	YES	

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	<p>children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</p> <p>We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible.</p>						
Communication with Parents	All Parents to be made aware about:	<ol style="list-style-type: none"> Parents must agree to the Test and Trace system before their child is able to attend school. Staggered drop-off and collection times. Only one parent should accompany a child to drop off and collect. No face-to-face meetings in school. Kidz Club timings and costings. Lunch provision and arrangements 	/	/	H	YES	
Other Considerations	<p>Contractors</p> <ul style="list-style-type: none"> Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. 	<p>Unless there is an emergency, contractors should not enter bubbles.</p> <p>A record MUST be kept of all visitors.</p>	/		H	YES	
Plan for Lockdown/Remote Education	<ul style="list-style-type: none"> Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home. 	<p>A range of resources to support schools in delivering remote education is available:</p> <ul style="list-style-type: none"> curriculum maps for key subjects in all our year groups will be published in July. They aim to provide support to schools in developing the ability to switch from classroom teaching to remote provision immediately in case of local lockdowns or self-isolation. A number of education resource providers intends to align their resources to these maps, to further support schools. These maps are designed as a support for schools and are entirely non-mandatory, for use at the discretion of the school. DfE has produced a quality assured list of remote education resources which are available to schools and parents for free over the summer term. Where pricing models have changed, 		/	L	YES	

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		<p>schools may consider using some of their catch-up funding on remote resources in line with the access to technology section of the EEF's COVID-19 support guide for schools</p> <ul style="list-style-type: none"> from that start of the autumn term, Oak National Academy will make available video lessons covering the entire national curriculum, available to any school for free. These are being in developed in partnership with a wide group of teachers and school leaders to develop lessons in the popular topics. The resources will be as flexible as possible, allowing schools to reorder topics and lessons, to match their own plans and curriculum. Oak National Academy specialist content for pupils with SEND. This covers communication and language, numeracy, creative arts, independent living, occupational therapy, physical therapy and speech and language therapy. Their provision for next academic year will include an expanded range of content for the specialist sector. <p>The school also has a range of resources designed to support remote education.</p>	/				