



WHOLE SCHOOL RETURN SEPTEMBER 2020

RISK ASSESSMENT – WORKING SAFELY DURING COVID

The key messages are :

1. All staff have received and must read our induction pack which includes policies and guidelines to support this risk assessment.
2. Anyone who is ill must stay at home and follow updated guidelines
3. Robust hand and respiratory hygiene must be in place
4. Enhanced cleaning arrangements are in place
5. Active engagement with the NHS track and trace
6. Social distancing and minimising potential for contamination and contact in necessary
7. A PPE is provided and should be worn as stated below

These documents have been shared with all members of staff and governors. It is to be reviewed half termly or earlier should guidance or events in school require it.

The following document has informed our risk assessment and risks to different groups and you are encouraged to read it.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

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

Risk assessment for: Working safely during COVID 19

Assessment date:

21.10.20

Name of assessors:

Tracey Pearson and
Jane Hanmer

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	<ul style="list-style-type: none"> • Children • Staff • Parents • Visitors • Contractors 	<p>At Leighswood:</p> <ul style="list-style-type: none"> • Children will work in class bubbles of up to 30 pupils inside and outside year group bubbles • Staff remain in year group bubbles • Children remain in year group bubbles inside and outside at all times • No unaccompanied children allowed in communal areas • Registers will be collected from outside classroom doors by office staff • Children will not go to school office • Children will not carry out normal roles around school (Y6 jobs) to ensure bubbles are not crossed <ul style="list-style-type: none"> • Each year group bubble will have a dedicated outdoor area • Whenever possible at KS1 and EYFS, classes will be divided in two groups to enable them to utilise the outside space throughout the school day • Playtimes will be staggered across all key stages • Visitors will be strictly limited – details taken for track and trace. Rooms available for this are: Children centre large room with two patio doors to be kept open and KS2 hall with doors and windows open. Strict social distancing and face masks to be worn If weather permits meetings to be in CC garden • Classrooms in KS2 will be arranged to encourage social distancing • New PPA and Staff Room areas created in 5 locations across the whole site to ensure social distancing for adults working outside the classroom and at break times. Limited numbers in these areas and in year group 	<ul style="list-style-type: none"> • Regular reminders to all staff on weeks events • Risk assessment available to all staff on T drive • Weekly newsletters to parents to inform any changes and remind of procedures • Risk assessment on website for parents/visitors • Face masks worn by all adults in communal areas • Staff meetings in year group bubbles or by Teams • PPA in year group bubbles • Parental contact via Dojo, dedicated email, phone. 	LOW	SLT 21.10.20 Completed and on-going regular checks by SLT

		bubbles (KS2 – 6, KS1 – 3) <ul style="list-style-type: none"> Key stage assemblies WILL NOT take place 			
Segregation of pupils		At Leighswood: <ul style="list-style-type: none"> Arrival and departure times will be staggered for each year group bubble to ensure that there is social distancing between groups Each class bubble will have a dedicated classroom and remain within this work space for the majority of lessons Tables and work stations will be as far apart as possible where appropriate Multiple entrances around the school will support social distancing. If this is not possible in corridors where students or staff, signs will ensure children and staff walk in single file and to the right of corridors. Crossing of groups in corridors will be limited. Staggered break/lunchtimes Staff will be observant of other groups moving from their classroom to outside and will ensure their bubble does not cross. Floor signage will be to ensure that social distancing is enforced when needed 		LOW	SLT 21.10.20 Completed and on-going regular checks by SLT
Staff and parent interaction. (Including meetings)		At Leighswood: <ul style="list-style-type: none"> Parents will be advised that access to the school is limited and that only one parent should escort a child to school or collect a child from school Parents must notify school of an outcome of a child's test as soon as possible via phone or email Parents will be advised to contact school via phone or email as school is closed to parents. Notices will be posted on the school gates to remind any visitor All staff will support children and adults in the school community with reminders to ensure social distancing is adhered to If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible 	•	LOW	SLT 21.10.20 Completed and ongoing regular checks by SLT

		<p>observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school (Childcare or KS2 Hall), ensuring that there is ample fresh air perhaps with opening windows and social distancing observed</p> <ul style="list-style-type: none"> • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Floor signage will be to ensure that social distancing is enforced when needed • A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 			
Staff and Staff interaction		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Staff members will be given reminders to adhere to social distancing at all times in all areas • Reminders and notices will be clearly displayed at critical points around the building including staff only areas, especially toilets • Staggering break times for all staff to make social distancing easier • Staff to gather, social distant in year group bubbles only in staffrooms and PPA areas • Staff to wash their hands before and after using communal apparatus. E.g. kettle, fridge etc • School will provide surface spray and wipes in all shared areas (sanitation stations around the building) 	<ul style="list-style-type: none"> • COVID risk assessment a regular item on staff briefings as a reminder of key risk mitigation principles. • Staff engaged in the review and updating of the risk assessment. • School utilising Walsall's model risk assessment which has been shared with union representatives. 	LOW	<p>SLT</p> <p>19.10.20</p> <p>Completed and ongoing regular checks by SLT</p>
Statutory and best practice inspections		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Prior to reopening checks have been completed of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link' • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment 	<ul style="list-style-type: none"> • Routine checks completed by caretaker. • Contractors only allowed on in the buildings, before and after school and checks will be completed by office staff of any visitors. 	LOW	<p>SLT</p> <p>19.10.20</p> <p>Completed and on-going regular checks by SLT</p>

Contamination on surfaces including toys and equipment		<p>At Leighswood</p> <ul style="list-style-type: none"> • We ensure that all surfaces and shared resources are suitably sanitised between each group use. This will include all outside play equipment, science equipment, PE equipment, laptops and any toys. • Other equipment is 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. • Books that go home, are quarantined on return for 72hrs before being redistributed • All surfaces are sanitised at the end of each day and regularly throughout the day • Pupils and staff will have individual equipment provided where possible including paper and pens. These items should not be shared. • Cleaning products are available in all areas and refilled daily 	<ul style="list-style-type: none"> • Each year group has a dedicated supply of outdoor play equipment which is cleaned after use. • High contact areas will be cleaned throughout the day 	LOW	<p>SLT</p> <p>19.10.20</p> <p>Completed and ongoing regular checks by SLT</p>
Lack of effective cleaning		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day • Staff toilets are cleaned and disinfected using standard cleaning products by staff before being used by anyone else • Pupil toilets are accessed by bubbles and a new cleaning regime has been put in place where a cleaner is present all day to rotate around the pupils toilet areas. • High-touch items and equipment, for example, printers or whiteboards have sanitised wipes to be used after each person • If required refer to the specific guidance for cleaning after a known or suspected case of covid19. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19- 	<ul style="list-style-type: none"> • Once a week, all buildings are air sanitised • Lack of effective cleaning will be reported immediately to SLT and appropriate actions taken with cleaning contractors • Cleaning kits are in all shared areas • Cleaning staff to refer to cleaning COVID checklist provided by the local authority • Catering staff to refer to catering COVID checklist provided by the local authority 	LOW	<ol style="list-style-type: none"> 1. 2. 3.

		decontamination-in-non-health			
Lack of effective ventilation		<p>At Leighswood:</p> <ul style="list-style-type: none"> All ventilation equipment maintained regularly Doors and windows will be open to increase ventilation where possible 	<ul style="list-style-type: none"> All areas in building should be well ventilated it is staffs responsibility to ensure adequate ventilation in their areas. 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>
Personal Hygiene, toilet, shower and changing facilities		<p>At Leighswood:</p> <ul style="list-style-type: none"> Handwashing facilities are available to all staff. Hand sanitisers are available in all areas around school. (sanitising stations) Signage is pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, We provide regular reminders and signage to maintain hygiene standards We provide tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it' We have set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible Enhanced cleaning for busy areas is in place We have provided more waste facilities and more frequent rubbish collection Paper towels are provided as an alternative to hand dryers in handwashing facilities 	<ul style="list-style-type: none"> Teachers will regularly remind all children about safe hygiene for washing hands etc. 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and ongoing regular checks by SLT</p>
Staff at increased risk from the virus		<ul style="list-style-type: none"> Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed Clinically vulnerable workers should work from home if possible if not then consider moving clinically vulnerable workers into lower risk activities where they have the highest chance of remaining 2m away from others From 1st August 2020 staff members who are clinically 	<ul style="list-style-type: none"> More vulnerable staff to be considered for roles which are appropriate working alone, or at the CADMUS base at Chuckery. Engagement with HR 	MED	<p>SLT</p> <p>21.10.20</p> <p>Completed and ongoing regular</p>

		<p>vulnerable may be able to work at school but social distancing measures must be in place and medical advice should be followed in each case</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Put measures in place for staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme. They should be advised to quarantine • Providing support for workers around mental health and wellbeing. This could include advice or telephone support. • Heads of school are now Mental health First aiders • Individual risk assessments are in place for Vulnerable adults and children • Movement around school of all members of staff is tracked and traced in case of any outbreak of COVID19 	<p>advisors should anxiety or concerns persist on the part of staff with the option for an occupational health referral where necessary.</p>		<p>checks by SLT</p>
<p>Pupils at an increased risk from the virus</p>		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education. • Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls need to be implemented. From 1st August 2020 most will be able to attend school but social distancing and medical advice should be followed. • Pupils living with someone who is shielding (if the individual is advised to continue to shield) – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school. Most people previously shielding can attend school but advice should be sort from a medical professional 	<ul style="list-style-type: none"> • Parents encouraged to contact the school and discuss over the phone any concerns or worries they have about risk factors affecting their child. 	<p>MED</p>	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>

Visitors and contractors		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited and MUST where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • Sanitation and hand washing is available for visitors • We encourage visits via remote connection/working where this is an option • Limit the number of visitors at any one time • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (for example, carrying out services at night) • Maintain a record of all visitors in line with track and trace • All visitors and contractors informed of school risk mitigation measures on arrival 	<ul style="list-style-type: none"> • School office will not be open to parents. This has been clearly communicated to parents and carers. • The office doors will be operational by staff fob only • Parents will contact the school offices and staff will meet parents at the gate in emergencies only • . 	LOW	<p>SLT</p> <p>01.09.20</p> <p>Completed and ongoing regular checks by SLT</p>
Staff with symptoms of the virus		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should follow the school action plan for COVID • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them • Temporary First Aid room for isolation. KS2 – The Den KS1 – Yr 2 Meeting Room EYFS – Childcare dining room 	<ul style="list-style-type: none"> • Areas are checked to ensure supplies of specific PPE in Temp First Aid areas are available. • Revised guidance for reporting sickness provided for all staff during back to school induction including notification of symptoms, test results and if there is a need to self-isolate. 	MED	<p>SLT</p> <p>01.09.20</p> <p>Completed and on-going regular checks by SLT</p>

Pupils with Symptoms of the virus		<p>At Leighswood:</p> <ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19, they should be sent home immediately • Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air. Temporary First Aid room for isolation. KS2 – The Den <p>KS1 – Yr 2 Meeting Room EYFS – Childcare dining room</p> <ul style="list-style-type: none"> • If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use • Suitable PPE including Apron, moisture resistant face mask and gloves • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Government guidance for pupils with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them 		MED	<p>SLT</p> <p>01.09.20</p> <p>Completed and on-going regular checks by SLT</p>
Deliveries and collections		<p>At Leighswood:</p> <ul style="list-style-type: none"> • For all deliveries a phone call is made to school to minimise contact. Signage and markings are in place • Unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking • We will order larger quantities of inbound materials less often to reduce deliveries • Insist drivers stay at a safe distance 2 metres • Nearby supply of hand sanitiser for employees to use 		LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>

		<p>handling deliveries when handwashing is not practical</p> <ul style="list-style-type: none"> • Deliveries are quarantined for 72hrs before use 			
Access and Egress		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Stagger arrival and departure times at school to reduce crowding into and out of school • We have reduced congestion, for example by having more entry points to the school and entry points dedicated to different bubbles • We use a direct entrance into the learning area from outside to reduce the need for moving around within the building • Provide hand washing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building. Including outdoor sinks • When applicable people with disabilities are able to access lifts and other areas of the building (individual risk assessment) • Process in place for the removal and disposal of face coverings. (sanitising station designated bin) 		LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>
Common areas		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Communal areas are not used for groups of children. • Use of social distance marking for other common areas such as toilets. • We have identified specific toilet areas for specific groups • Stagger break times to reduce pressure on break rooms or dinner halls. Also consider serving lunches within the learning area • We encourage all staff to bring their own food • All staff personal items to be stored in their personal cupboards in classrooms • In KS2 pupils and staff to be aware of coats hanging in the corridor and must not touch these 		LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and ongoing regular checks by SLT</p>

Moving around the building		<p>At Leighswood:</p> <ul style="list-style-type: none"> We have reduced movement around the building by keeping pupils and staff in designated areas and keeping communal areas clear. If any equipment is shared this should be sanitised before being used by another group or staff member or quarantined for 72hrs 	<ul style="list-style-type: none"> No children should leave the adult they are with. 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>
Work places and work stations		<p>At Leighswood:</p> <ul style="list-style-type: none"> Desks in some classrooms will allow staff to maintain social distancing wherever possible Desks and ICT equipment are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people Employees work side-by-side or facing away from each other with a 2m distance between them 	<ul style="list-style-type: none"> We have set up new adult work spaces and staff to bring in minimal possessions into school. Only office staff to use main offices, no access for children or staff unless an emergency 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>
Meetings		<p>At Leighswood:</p> <ul style="list-style-type: none"> Use remote working tools to avoid in-person meetings wherever possible Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout Avoid any sharing of work equipment including pens/paper etc. Hold meetings outdoors or in a well ventilated room if they are essential meetings (Childcare) A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed 	<ul style="list-style-type: none"> Staff, SLT, PPA meetings in year group bubbles if required 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>
Accidents, incidents and emergencies		<p>At Leighswood:</p> <p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> We have reviewed the number of first aiders, fire marshals operators required. A rota system for first aid qualified staff, fire marshals is in place 	<ul style="list-style-type: none"> Fire Safety is continually reviewed with training for all staff during 'Back to school induction' First Aider update training, planned for next three terms 	LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>

		<ul style="list-style-type: none"> • The location of the assembly point is clearly marked and allows for social distancing • Adequate PPE is provided for use by staff in all emergencies including first aid and fire • Fire systems are tested regularly and equipment checked • Adequate means of escape must be maintained • All staff have keys to external gates • Fire exits open easily – especially doors operated by push bars as they can ‘stick’. • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives Defibrillator available in both first aid rooms • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 			
Parent queuing outside school		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Minimise queuing outside the school site by: • Having staggered starts in place • Markers to identify the 2m spacing in waiting areas outside the school and within the school grounds • One way figure of 8 system to avoid any crossing of parents • Area on KS2 playground to allow waiting in a socially distanced environment (all marked out and signed) • One parent with each child • Staff open and close gates they either wear gloves and face covering or sanitise and wash hands before and 		LOW	<p>SLT</p> <p>21.10.20</p> <p>Completed and on-going regular checks by SLT</p>

		after touching the gates			
Transport to and from school		<p>At Leighswood:</p> <ul style="list-style-type: none"> We encourage pupils to travel to school via walking, cycling or private vehicles In line with government guidance discourage the use of public transport Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists Pupils walking or cycling to school should be advised to socially distance at all times During pick-ups social distancing should be observed. On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method 	<ul style="list-style-type: none"> Parents to park a safe distance away from the school gates and observe social distancing. Each bubble will have an allocated drop off and collection point and time. 	LOW	<p>SLT 21.10.20 Completed and on-going regular checks by SLT</p>
Communication of control measures to staff, pupils and parents		<p>At Leighswood:</p> <ul style="list-style-type: none"> Online training for all staff on the specific control measures relevant to their job roles is in place We have engaged with staff during the development of the risk assessments and identification of suitable control measures We have provided clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email We use games to sing games, songs and stories to help explain the new rules to pupils and increase pupil understanding We have engaged with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. We have developed communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work (induction 	<ul style="list-style-type: none"> Letter distributed via email to parents and regular updates Staff receive a copy of all parent communication 	LOW	<p>SLT 01.09.20 Completed and on-going regular checks by SLT</p>

		pack)			
PPE provision		<p>At Leighswood:</p> <ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • We provide an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school 	<ul style="list-style-type: none"> • PPE provided by school to be used, should fit properly • If it's a very high risk situation additional PPE will be provided 	LOW	<p>SLT 21.10.20</p> <p>Completed and ongoing regular checks by SLT</p>
Teaching pupils with SEN		<p>At Leighswood:</p> <ul style="list-style-type: none"> • Individual risk assessment are completed when needed to ensure that suitable controls are in place • We have provided additional PPE for personal care • We allocate dedicated staff to care for individual children where personal care is needed • We are ensuring that personal care environment and equipment is thoroughly sanitised following each use • We use SEN tools to help communicate the control measure and new rules to the pupils. • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual with prior arrangement with school in safe areas. 	<ul style="list-style-type: none"> • Timetables have been produced to ensure support staff work safely within bubbles with the minimum of movement. • 	MED	<p>SLT 21.10.20</p> <p>Completed and on-going regular checks by SLT</p>

Educational Visits		<p>At Leighswood:</p> <ul style="list-style-type: none"> We have a large outdoor space and make use of this to support delivery of the curriculum Forest School provision is in place for all pupils opportunities to learn in a variety of safe bubble environments out of doors. We will undertake full and thorough risk assessments in relation to any additional offsite and outdoor visits to ensure they can be done safely As part of this risk assessment, we have considered what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues 	<ul style="list-style-type: none"> No off site visits will be planned for the Autumn Term, this includes swimming. After school extra-curricular activities/sporting events will not take place until later in the year to ensure children are not using shared spaces 		<ol style="list-style-type: none">
Wrap Care		<p>At Leighswood:</p> <ul style="list-style-type: none"> Each year group bubble will have a dedicated location and member of staff for both before and after. Each group will have a dedicated supply of refreshments, individually packaged where possible SLT on duty for both breakfast and tea Each bubble has a dedicated outdoor space to be used as much as possible for activities 	<ul style="list-style-type: none"> 		
Lunchtime Arrangements		<p>At Leighswood:</p> <ul style="list-style-type: none"> Our Menu will be changed to grab and go Our lunchtimes will in classrooms Staggered times with dedicated spaces for each year group bubble Hand washing and sanitising before and after lunch A dedicated member of lunchtime staff to stay with class bubble Equipment provided for each bubble, cleaned after use. 	<ul style="list-style-type: none"> Lunchtime staff made aware of school risk mitigation measures. 		

Date reviewed	Amendments made	Reviewed by	Next review
28.08.2020	Checks and amendments for whole school opening. Staggered start and finish times. Staggered breaks and lunchtimes.	SLT TP and JH Governors	12.09.20

30.9.20	Updated for one way systems – see highlighted	SLT TP and JH Governors	Oct Half Term 2020
21.10.20	New action formed in line with advice from HSE visit	SLT TP and JH	Dec 20

Notifications to parents

01/09 – Covid Risk Assessment to All members of school community

01/09 – Breakfast/Tea Club Guidelines

02/09 – Figure of eight

04/09 – Newsletter 1

07/09 – KS2 arrangement update – drop off windows etc

07/09 – KS1 arrangement updates

09/09 – Guidelines for parents – social distancing

11/09 – Newsletter 2

11/09 – Risk assessment to Governors

14/09 – Please don't congregate outside gates

14/09 – If a child is unwell please email or call

16/09 – if 111 advises household to take a test please let us know

22/09 – KS2 reminder – don't come before time even in the rain, social distancing, bubbles etc

25/09 – Newsletter 3

25/09 – To staff and Governors COVID risk assessment

28/09 – Guidelines from Walsall Public Health COVID19

29/09 – Childcare – 1 person per child

09/10 – Newsletter 4

09/10 – Updated Risk Assessment to all members of school community

09/10 – Updated Risk Assessment on Website

21/10 – Updated Risk Assessment on Website