

Risk Assessment/ Plan for full return to school from 8th March 2021

	Consideration	Action	Assigned to	Time scale	Further information
1	Reinforce “stay at home if ill” for all staff and pupils	1.1 Communication via weekly newsletter and staff weekly sheet	HT	Weekly reminders	
2	Engage with test and trace	2.1 System to continue 2.2 Twice weekly LFT for all staff	SBM	Continue	
3	All 30+ in a class base	3.1 Two to a desk-facing front 3.2 Use of personal pouch for stationary etc	Class based staff	Continue	
4	Increased cleaning	4.1 All desks and chairs to be antibacterial wiped at lunchtime 4.2 Door handles to be wiped periodically during the school day	4.1 Class based staff with the support of children 4.2 Site team	Daily	
5	Drop off/ pick up protocols	5.1 Staggered start and end times 5.2 Strategy discussion with MIS 5.3 Joint letter from MIS and MJS	HT	Review with MIS before 08-03-21	

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6	Maximising outdoor spaces	6.1 Allocated/ timetabled outdoor spaces for each group each day	DHT	Continue	
7	Attendance is mandatory for all pupils and staff unless shielding	7.1 Communication to parents from 08-03-21	HT	Continue	
8	Re-establish attendance registers, systems and support to children who are persistently absent	8.1 Registers, first day calling, monitoring systems to be carefully reintroduced 8.2 Identify PA from prior to lockdown- PSW to make contact prior	8.1 SBM & SAO 8.2 DHT to work with SAO and PSW	Ready for 08-03-21	
9	Previously shielding staff	9.1 Continue communication and expectation that back in work from 01-04-21 9.2 Complete RA for shielding staff's return	SBM	Prior to 08-03-21	
10	Previously shielding children	10.1 List any previously shielding children 10.2 SAO to contact prior to the end of term	SENco to work with SAO	Prior to 08-03-21	

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11	Hand washing	<p>11.1 All staff and children to wash hands/ sanitize every time the class base is entered or exited</p> <p>11.2 Ensure supplies of hand wash/ sanitizer and paper towels are replenished and well stocked</p> <p>11.3 Hand sanitizers to be located at entry points</p>	<p>11.1 All class based staff</p> <p>11.2 SBM via site team</p> <p>11.3 SBM</p>	On going	
12	Minimising contact and mixing	<p>12.1 Children will remain in their class group at all times</p> <p>12.2 Assigned teacher/ HLTA/ LSA will remain with allocated class</p> <p>12.3 Allocated class bases will not change</p> <p>12.4 Break and Lunchtimes will be staggered</p> <p>12.5 Break and Lunchtime supervision team required</p> <p>12.6 Remote assemblies to continue</p>	<p>12.1, 12.2, 12.3 All class based staff</p> <p>12.4 DHT to create timetable for break and lunch time</p> <p>12.5 DHT to identify team/ spaces and allocate to timetable</p>	On going	<p>12.4 Maximum for 96 in SW hall for lunch at any one time (16 tables of 6) Pack lunch in class base</p>

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13	Focus on mental health and well being	13.1 Recovery curriculum	HoYs	Planning adjusted to reflect prior to 08-03-21	
14	Remote learning for isolation of classes or further lock downs	14.1 Cross reference Oak National Academy with MJS units of study 14.2 Create Remote learning timetables 14.3 Half termly Paper copies to be made available as and when needed	DHT	Continue as autumn term	
15	Provision of school meals	15.1 FSM vouchers to continue through the Easter break? 15.2 Normal service to resume from 08-03-21	SBM	Await information On going	
16	Staggered break/ lunchtimes	See 12			
17	Face coverings	17.1 When administering First Aid 17.2 Visitors and staff in areas where social distance cannot be maintained	17.1 Face coverings (more) on order- SBM		

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18	Remove soft furnishings from class bases	18.1 All cushions/ blankets etc to be bagged and labelled with class base name 18.2 Pouches to be re distributed	18.1, 18.2 SBM via site team	Pouches back in class on 05-03-21	
19	Same teacher/ staff each day for classes/ year groups	18.1 Classes to remain as same adults/ children during all teaching time 18.2 Consistent lunchtime supervision staff 18.3 PPA cover staff to remain consistent to the class/ year group 18.4 HLTA cross year group working with social distance measures	HT/DHT 18.3 Cover HLTA to work with DHT	Continued from autumn	
20	Same desk and pouch pack each day (labelled)	20.1 Seating plan to remain constant 20.2 Named zippy wallet of stationary to be stored in pouch	20.1, 20.2 Class based staff	Continued from autumn	
21	Well ventilated rooms	21.1 Windows open all day	21.1, 21.2 Class based staff	On going	

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22	Regular emptying of bins	22.1 Lunch time 22.2 Regular cleaning time	22.1 site team 22.2 cleaning team	On going	
23	One way circulation around Lower and Upper school	23.1 Clockwise as if standing facing the front door from the inside- right turn out of HT office	23.1 All	On going	
24	Toilet use	24.1 Limit to break and lunch times as far as possible 24.2 Strict instructions for there and back if outside of these times 24.4 Additional cleaning throughout day- handles/ taps/ toilet seats	All staff	On going	
25	Outdoor equipment	25.1 No use of castle, trim trails or outdoor gym 25.2 areas to be barrier off	25.1 Class based staff to inform, break lunch time to enforce 25.2 site team	On going	
26	Communication to parents	26.1 Weekly newsletter to continue 26.2 Re opening letter	HT	By 26-02-21	

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27	Before and after school	27.1 No clubs for the spring term/ review summer 27.2 Communicated to parents early	HT	By 26-02-21	
28	Yr6 residential trip	28.1 Review as current guidance states no visits by planned date is 21-06-21	HT & SBM	Decision communicated to parents by mid-March	Decision to cancel made and communicated to parents by 26-02-21
29	No Educational visits for the spring/ summer term	29.1 Communicate to HoY 29.2 Communicate to all pre booked providers 29.3 Communicate to parents	29.1 HT 29.2 SBM 29.3 HT	26-02-21	
30	Curriculum considerations	30.1 Recovery curriculum plan as appropriate	HoYs	05-03-21	
31	Assessment	31.1 Confirmation of arrangements at staff PDM	DHT	24-02-21	
32	Yr2 and Yr6 transitions	32.1 Liaise with KS1 & KS3	HoY 3 &6	Dates TBC	

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33	Catch up tuition	33.1 Plan to recommence 33.2 Online tuition set up	DHT	On going	
34	PE provision	34.1 No contact sport 34.2 Outdoor PE as far as possible	34.1 HoYs 34.2 see 12	On going	
35	Use of catch up funding	35.1 See Recovery Curriculum plan	HT & DHT	Plans to recommence	
36	Behaviour policy	36.1 Time out will take place on an allocated chair outside the partner class	All		
37	Staff room usage	37.1 Maintain social distancing in main staff room- Years 4 and 6 37.2 Small kitchen and 6 Pettet to be second staff room- allocated to Years 3 and 5	All		

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38	Visitors to school	<p>38.1 Only professional visitors with a prior appointment will be allowed on site</p> <p>38.2 There will be no visitors for assemblies/ educational visits (see 29)</p> <p>38.3 Professional visitors such as social care/ health care/ staff trainers/ Governors will ahead to our protective measures as laid out in this document</p> <p>38.4 If face to face meetings are to take place- social distancing/ room ventilation/ one way systems will be adhered to (see 21 and 23)</p>	All	Communication to visitors prior about our systems prior to the visit	