

School Building - West Wittering Parochial CE Primary School - March 8th 2021

Actions to be taken which apply to all schools planning for reopening from 8th March 2021

Persons at risk		Whole school community		
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measures in place? Yes / No	Comments
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Yes	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.	Yes	Work has been carried out over summer by licensed contractor. Visual check of areas worked on carries out and all appears safe and undisturbed.
Fire – Fire detection / alarm systems not working – People not warned of fire	Yes	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Yes	Brand new alarm system installed in Aug. We have carried out a full fire drill so the children and staff know what to expect and this went well. We will continue with weekly testing.
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Yes	Check all portable firefighting appliances are in place as designed.	Yes	All serviced and up to date. Checked by HT January 2021
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Not Applicable	Check any installed, fixed firefighting systems are available, as designed.	Not Applicable	
Fire – Fire doors faulty – Fire not contained	Yes	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	Yes	Last drill was fully successful. Faulty door closures had been replaced.
Fire – Fire safety signage missing – People not given fire safety information	Yes	Check all necessary fire safety signage is in place, as designed.	Yes	Checked 4th March and all good.
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	Yes	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Yes	Upstairs is a store room and does not have people based in it. New call point was installed during Aug 2020 so the alarm can now be raised from upstairs.
Fire – Emergency escape routes are blocked – People unable to exit building safely		Check all emergency escape routes are clear and lead to a safe place away from buildings.	Not Applicable	Nm and AP to check the school each morning during normal walk around. Any hazard identified will be dealt with immediately at that time. Messages communicated with classes in next staff meeting.
Fire – Muster points no longer available – People unable to muster after emergency exit	Yes	Check all school emergency muster points are still accessible / available.	Yes	We have resorted back to the normal muster points which were shared to staff in staff meeting on 3rd and in return to school guidance document.

Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Yes	Check all flammable and combustible materials, e.g. flammable gases / liquids etc., are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled).	Yes	AP ensures that all chemicals are locked away securely with the safe storage guidelines issued for each product. See pool shed etc.
Fire – External waste bins incorrectly stored – Available to arsonists	Yes	Check external waste bins are stored in secure storages, away from buildings.	Yes	The bins remain where they have always been and this is checked by NM and AP after the weekly bin drop. Bins present risk in other ways so we need them empty.
Electricity – No supply to premises – Fire alarms, lighting etc. inoperative	Yes	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Yes	Electricity was all up and running as of January 2nd, as checked by AP and NM. All emergency and security devices functioning as expected.
Electricity – Lighting not working – People unable to see to work or circulate safely	Yes	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Yes	Normal emergency lighting checks have been carried out, see checklist from AP for this. Car park light is still an ongoing issue. Confirmed with AP 4th March.
Electricity – Ventilation not working – Air quality is poor within buildings	Yes	Check all powered ventilation systems and installations are working as designed. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.	Yes	Windows will be open in all classrooms and where weather suits doors will be open. If particularly cold they will be opened just at break to refresh air supply.
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Yes	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	Yes	PAT testing will take place in normal cycle, but will be carried out by our trained staff member (Adrian). Teachers and general staff to check integrity of the items in their own class and to report any fault.
Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	Yes	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	Yes	All alarm systems checked weekly and are working. New security alarm panel to be fitted on April 21st. All systems currently working well, new installation is upgrade.
Gas safety – Gas supply disconnected – Unable to heat the building etc.	Not Applicable	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Yes	All gas supplies continue to be good and no leaks detected.
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Yes	Check all gas appliances are in-date for annual statutory service / examination / inspection.	Yes	SSE carries out all annual subscription services of appliances.
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Yes	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Yes	These have remained connected throughout the holidays and are all working and serviceable as normal.
Water supply – Legionella bacteria – People at risk of infection	Yes	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Yes	Ongoing regular checks by the caretaker, these have continued. Log sheets keep a record of these. Checked with AP 5th March.

Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Not Applicable	Check all lifting equipment (e.g. hoists, changing tables etc.) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	Not Applicable	N/A
Lifting equipment – Equipment not functioning correctly	Not Applicable	Check all lifting equipment to ensure that it is functioning as designed.	Not Applicable	N/A
Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	Not Applicable	Check all lifts are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	Not Applicable	N/A
Passenger, goods and wheelchair lifts - Lift not functioning correctly	Not Applicable	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	Not Applicable	N/A
Workplace - Classrooms, offices, corridors, stairs etc., unclean and defective	Yes	Check all classrooms, offices, corridors, stairs etc., are clean and free from defects. Thoroughly clean all touchable surfaces.	Yes	Regular daily cleaning has been in place as classrooms have all been used during last lockdown - the school has not closed. All classrooms are part of regular cleaning regime. New fogger/atomiser ordered for Monday 8th March to help clean more challenging areas.
Workplace - Doors, windows and skylights etc. are defective and affecting circulation and ventilation	Yes	Check all doors (Inc. manual, powered, revolving, roller shutter etc.), windows and skylights etc., to ensure that they open and close as designed and are free from defects.	yes	These were checked by NM on March 4th.. Padlocks outside are much better this time round due to better weather.
Workplace - WCs and washing facilities are unclean – people unable to practise personal hygiene	Yes	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc.).	Yes	These have been checked by SLT and will be checked throughout the day. Cleaning products available in the toilets to ensure good hygiene. Part of double cleaning schedule each day.
Workplace - Classrooms, offices, corridors, stairs, toilets etc., unclean and unclean surfaces	Yes	Check all classrooms, offices, corridors, stairs, toilets etc., are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area.	Yes	NM inspected the school on Friday 5th March and all was clean and ready to return. All classrooms have also been painted.
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Yes	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Yes	CM did a First Aid update in the last two weeks checking both first aid kits and medicines held in school. Parents informed of expired medication. NM reminded parents to bring new medicine in parent bulletin.
First Aid – 1 st aid signage missing – People not given 1 st aid information	Yes	Check all necessary 1 st aid signage is in place, as designed.	Yes	New signage added to first aid drawer in medical room.
'Sharps' - Broken glass, discarded needles etc. left in the premises grounds – pupils at risk of cuts etc.	Yes	Check the grounds for any 'sharps' that may have been left by vandals etc.	Yes	Visual check carried out by HT on March 5th. Large tyres have been removed from falling area in play area as per recent playground inspection.

Gates – Not operating correctly – People unable to circulate	Yes	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	Yes	All good, no issues. New electric panel quite been obtained for exterior gate.
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Yes	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Yes	Eradipest have continued with their normal visit timetable and no significant issues found.
Swimming - is the water safe from a contamination perspective.	Yes	Large groups of children in a confined pool posses larger risks than elsewhere.	Yes	The pool has been decommissioned as we are not able to use it this academic year. We hope to open it again in the Summer term 2021.
Play equipment	Yes	Check the equipment is in a safe and useable condition prior to use. Consider how to control risks of infection.	Yes	See separate risk assessment for playtime equipment.
Cleaning - are staff on site during cleaning hours?	Yes	Teachers to not be on site in classrooms during cleaning hours.	Yes	No members of staff can be in the classroom during fogging process, apart from person using the machine. Face covering to be worn by adult which fills the room, rather it is an atomiser which is smaller scale but applies good coverage over tricky surfaces. Teachers will leave school early each day to keep the classrooms clear for AP to clean without risk to each other.

Health & Safety - West Wittering Parochial CE Primary School - March 2021

Actions to be taken which apply to all schools planning for reopening from 8th March 2021

Persons at risk	Staff and Pupils		
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	Nick, Lucy and Katy are now fully trained in fire marshalling and have completed relevant training.	Yes
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	Fire drill was carried out in Autumn term and a new one will be carried out in the next two weeks to check everyone is aware of what they need to do and where they go. Next one will be unplanned and office staff will be tested for this too.	Yes
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	Full quote of First Aiders in school after NM and KR completed their First Aid course (Feb 21).	Yes
School building assessment - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.	School has not been closed by HT and AP have carried out various checks on the building and it's fabrication. No major issues identified in building but boiler problems have been identified and have been partly fixed.	Yes
Staffing - Staff are physically and mentally able to return to work.	Staff have been emailed to check who is feels that they are able to return to work safely.	Staff have been emailed to check to see if anyone has changed from not being clinically vulnerable to being so now. Risk assessments checked before staff work their days this week.	Yes
Is school part of the NHS Track and Trace system?	School to include Track and Trace QR code in the reception area.	Yes this has been put up and is visible next to the visitor sign in desk for visitors to engage with.	Yes
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	Copy of UK Govt. poster to be completed and displayed.	Yes, in staff room and in the front office	Yes
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	This has always been a clear message within the school and continues to be so. This is part of our protocols and we have the capacity to test temperatures if needed.	Yes

Cleaning hands thoroughly and more often than usual.	Staff are ensuring that hand cleaning is done on numerous occasions throughout the day and are vigilant in ensuring that this is done. Hands will be washed before and after going outside, but also after using shared equipment etc. Teachers now have their own bottle of liquid hand sanitiser to take onto playgrounds to quickly clean hands and ensure that all hands are cleaned. New hand cleaning will now take place after children leave hall from lunch.	Yes
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Posters up in classrooms and teachers continue to remind children of this. This is part of our normal process. All classrooms have a swing bid to contain and keep safe the tissues used.	Yes
Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Classroom cleaning sheets have been reissued so that teachers can check if the classroom is safe to return to after break times. Teachers responsible for ensuring that this is completed. Cleaning regime continues with at least 3 cleans over the course of the day, including 1 deeper cleans. Chemicals used are COSHH registered.	Yes
Minimising contact between individuals and maintaining social distancing wherever possible: -	Parents and staff have now been asked to wear a face covering on pick up and drop off each day, to reduce risks further. Due to safety concerns on other entrances, all children will be coming in the same gate but on a staggered approach. Social distancing markers are on the school entrance to support parents and ample playground space is available for waiting. Parents asked to move straight on. A poster has been made and sent to staff to remind them to remain 2m+ apart from people outside their bubble and email being sent tonight reminding staff to keep their distance from children.. Pupils are no longer to leave classrooms other than the toilets. All office areas have a maximum occupancy stated on the outside of the door.	Yes
How children are grouped	Social bubbles for their class. Teachers are included within this bubble. Max of one class per bubble.	Yes

Measures within the classrooms	<p>Tables are in rows with children only facing the front, now including reception. Teachers are not permitted to sit in amidst a group of children to help them face to face, they must stand behind, or sit next to child. Children will sit with as much distance between as possible, but it is expected that chn will sit next to each other. Regular cleaning of all high contact areas three times a day at least. Teachers will give chn as much room as possible, whilst still fulfilling their role. Desks are separated away and space is given between. Where possible a clear route to door and sink will be made. Equipment shared regularly shared but lots of personalised equipment in class for everyday used items.</p>	Yes
Large gatherings (e.g. assemblies, collective worship)	<p>There is currently no singing in CW. Collective Worship will take place in the hall, this will be with two bubbles. The two bubbles will NOT mix, they will use different entrances and the seats will be cleaned down between. No more than 2 bubbles in the hall for any gathering, with full ventilation and a 3m+ distance between the bubbles. All chn sit facing forward..</p>	Yes
Movements around the school	<p>We have social distancing markers and children are told to walk on the left. Very little movement needed around the school, other than to toilets. Adults expected to socially distance themselves when walking around school. Adults are expected to wear a face covering round school. The office staff will deliver anything to you that you need, please do not go down to the office and enter their bubble.</p>	Yes

Risk of transmission of the virus -
 prevention of infection - see relevant part
 of [Government guidance, section 1 PHE](#)
[guidance](#)

Break times / Lunch times	<p>Two bubbles will break at the same time, but in different parts of the playground. Chn will NOT mix and will use different entrances and will use different areas. Outdoor equipment will be cleaned more frequently. Lunch will be with two bubbles together in the hall, with suitable separation (2m+) in between the two different bubbles. Staff members will be staying in one bubble and will not move between, they will then go outside with their groups. Where possible, same adult stays with same group all week.</p>	Yes
Front Office	<p>The front office has desks that are 2m apart at all times and a maximum of three people can work in the office, with a further one person standing - maximum of 4 people in the office at any one time. The class window will be used to shield Katy and the front office staff from the public. Office staff will clean down offices twice a day and will follow normal handwashing and respiratory hygiene regime as rest of school. Doors and windows to be kept open where possible to aid ventilation. Staff generally have own workstations and equipment, but communal equipment such as radios and phones will be wiped over between staff use. Parents will not enter the office, they will use the intercom and will 'buzz' through to staff in the office who will go out to see them. Staff will be told to not use the office door as a route back into the school. Staff to avoid visiting the office.</p>	Yes
Shared staff spaces	<p>Staff room and offices. Furniture moved to enable social distancing to take place. Maximum of 4 people allowed in the staffroom and toilet area at any given point. One way system into the staff room and out.</p>	Yes

Measures for arriving at and leaving school	Staggered starts and finishes are now in place and one bubble comes every 10mins from 8:30 to 09:00. Siblings may come in during this period and they will wait in the reception area, or quiet area (whether dependent) and will wait for their class group. Lots of signage and SLT will control the timings and flow of traffic onto site. Parents asked to wear face coverings on arrival and when on the school site. Children have different doors and they use these to enter and exit classroom.	Yes
Measure for pupils with SEND	A video has been sent out to show these pupils how to use the new school drop-off procedures. Mrs Bowman phoned all SEND parents last week to check about returning to school. These children will be followed up and supported upon arrival. No chn with significant needs are vulnerable currently.	Yes
Measures for supply / peripatetic teachers	MS will be returning to school this week and will be in classes but will remain 2m+ from the chn, due to number of chn he teaches. Specific guidance for their use of staffroom is in place. TA's will support the children, not MS. He is our only peripatetic teacher. We do have a supply teacher whom we regularly use, she will be asked to LFD tests before coming in should we need them, but this is very unlikely.	Yes
Measures for specialists, therapists, clinicians and other support staff	These are only coming into school if completely necessary. They will be expected to socially distance themselves and follow schools hygiene regulations. They will have their temperature taken and will wash hands upon arrival. Should they need to break 2m rule with children they may be expected to wear a mask.	Yes

Measures for visitors	<p>Reduced capacity for visitors. Most visitors will come outside of school hours as this is when most appointments will be made. Where possible online meetings will take place. Where school day meetings are held we will avoid moving around the school. Visitors must adhere to school hygiene standards and protocol (will wash hands upon arrival and when leaving). There are currently no school tours, these are all virtual now. Temperatures will be taken on sign in.</p>	Yes
Measures for contractors working in occupied parts of the school	<p>Contractors will not be permitted to work anywhere within 2m of the children. They will be expected to wear a mask and all necessary PPE as required by either the school or their own company.</p>	Yes
Measures for dual-registered pupils	Not applicable	Yes
Requirements for individual equipment (e.g. pens and pencils)	<p>Children all have their own resources in each class and should only be using these as their stationery. Should children need to borrow equipment then it must be washed down between users. All chn have been issued own pencil case a set of resources.</p>	Yes
Requirements for classroom based resources (e.g. books and games)	<p>These can be used within a bubble but will be wiped down at the end of the day. If the item is shared amongst a group in the same session children will be sent to wash hands as soon as the session has finished. All equipment MUST be cleaned after that bubble has used it. Where possible equipment is allocated to the class and stays with them, but this is not possible with some things such as iPads. The library remains closed at present, Trudie will send books round to classes.</p>	Yes

Requirements for shared equipment (e.g. sports, art and science equipment)	Where possible groups will be given the equipment that they need for delivering each part of the curriculum. This stays with the class and gets wiped down at the end of the day. Should the same equipment be shared across groups, then it will be wiped down before the other group uses it. Staff spoken to about cleaning products to be used. All children wash hands after PE. Teachers all have been given nets to ease this process and have been reminded about sterilising the equipment on returning to school guidance.	Yes
Requirements for outdoor play equipment	the equipment will have its own risk assessment (see attached sheet). At the end of the session children must immediately wash their hands/sanitise. Adult will supervise equipment to help keep numbers on it safe. Outdoor equipment will be cleaned more frequently (at least every few days).	Yes
Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Letter/video sent out to parents to explain what to bring. Basically books, lunch box and water bottle, along with T-shirt and shorts for PE.	Yes
Restrictions on what equipment, books or shared resources can be taken home	If staff need to take their books home then they can but they are asked to wash hands before and after marking books. Where possible, books will be left in school.	Yes
Where necessary, wear appropriate personal protective equipment (PPE)	We have a supply of PPE for use by teachers and staff who are dealing with a child who shows signs of COVID-19, or for anyone who feels uncomfortable being around others. This is stored in the Orchard room. PPE will also be used when dealing with First Aid incidents in the school.	Yes
Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069	Yes

Response to infection - see relevant part of [Government guidance, section 1 PHE Guidance](#)

Booking a test	This will be done directly by parents or staff. The school will assist in this if needed. Online https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name . School will track those who are off for tests so they can check isolation times (MS Teams)	yes
Keeping records of personnel in the building	The sign in system we use will record all of this information and will be possible to use for test and trace too as we have changed the questions you are asked. Staff and visitors will sign in each time they are on site to record a list of who has been in and around school.	yes
Lateral Flow Tests	See separate Risk Assessment tab.	
Self-isolating	Anyone who is showing symptoms will self isolate for 10 days (or until a negative test result), we will continue to follow PHE guidance.	yes
Keeping home testing kits	We have a good supply of these available should we need them.	yes
Ensuring parents and staff inform school of test results	Close communication with anybody who has had a test. Communication to staff and parents that they need to keep the school informed at all times of the result. Teachers now do LDF tests twice weekly and report to test and trace and HT directly.	yes
Manage confirmed cases of COVID-19 amongst the school community	Record of the case to be stored at school and PHE called to check the current protocol. upon receiving a positive case will work out all 'Close contacts' and these people will be sent to self-isolate for ten days. Most likely the bubble with would be sent home to self isolate before arranging a test. School would gather results from tests and only allow back those who have a negative result. Full information about how to book a test will be sent directly to parents and those who could not go to be tested will be offered the home testing kit. We will not share the names with parents of the person who has tested positive as that is unnecessary.	yes
Contain any outbreak by following local Health Protection Team advice	We will follow advice directly regarding this. Local HPT contact info in heads folder system.	yes

<p>School transport see section 2 of the government guidance 'School Operations'</p> <p>Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)</p>	Dedicated 'home school transport' in partnership with providers: -	Not Applicable	yes
	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	Siblings will travel to school within their home bubble, they will arrive and be collected at the same time as each other.	yes
	Measures to prevent the spread of infection.	Parents advised to consider how they get to school.	yes
	Measures to maintain social distance when queuing and inside vehicles wherever possible.	social distance reminders given to parents. Parents will be asked to only bring their own child where possible, not others, due to mixing bubbles.	yes
	Public transport: -		
	Consideration of staggered start and finish times to avoid peak hours on public transport	This is not such an issue in our school.	yes
	Measures to encourage use of other forms of transport to avoid use of public transport	Letter to parents suggests walking to school or finding a method other than public transport, to get their child to school.	yes
Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	These individuals will be given PPE should they need to remove their masks- training on how to do this properly will be given.	yes	
<p>Attendance for pupils who are shielding or self-isolating see section 2 of the government guidance 'School operations'</p> <p>Note: Shielding advice for all adults and children will pause on 1 August.</p>	Arrangements for pupils who are following clinical and/or public health advice	Home learning will continue for these children if they are unable to attend school due to being told to remain at home as advice from the government. They will have work set directly on MS Teams that ties in with the learning they are missing out on in class. This is part of our continuity plan for learning at home and can be found in the school website.	yes
	Arrangements to reassure pupils and parents who are anxious about the return to school	Children have already returned once and so are most likely to suffer with less anxiety. Some parents have emailed HT and arrangements have been made to stagger these children slightly, if it was felt necessary.	yes
	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	Where possible arrangements to those staff members working hours or duties will be temporarily varied in order to reduce risk. If not possible, then a discussion will take place between the HT and staff member about the next steps will take place.	yes

<p>Attendance for staff see section 2 of the government guidance 'School operations'</p> <p>Note: Shielding advice for all adults and children will pause on 1 August.</p>	<p>Arrangements for Supply Teachers and other temporary or peripatetic teachers</p>	<p>These staff will have to be very stringent with their social distancing found the school. When teaching children they will have to have a 2m social distance zone around them at all times. The HT's of all the schools that MS visits will keep good clear communication open and alert us if any of the children that MS has taught have tested positive. MS will not be allowed to visit the staffroom with other staff, he will have to have his own time to access it. Most cover is sorted internally as staff know our procedures and how to keep safe.</p>	<p>Yes</p>
<p>Catering see section 2 of the government guidance 'School operations'</p>	<p>Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).</p>	<p>Chartwells have their own risk assessment in place for delivery of food. Discussion with school staff and Chartwells chef took place back in July to ensure that we could safely operate hot lunches across the whole school.</p>	<p>Yes</p>
<p>Estates see section 2 of government guidance 'School operations'</p>	<p>Arrangements for re-opening: -</p>		
	<p>All school - all the usual pre-term building checks must be undertaken to make the school safe</p>	<p>HT and/or caretaker will carry out all of the normal pre-term checks including: H&S in classroom and around school, evidence of infestations, water and electricity supply, safety of playground and premises, safety of play equipment, fire equipment check (see school building assessment tab).</p>	<p>Yes</p>
	<p>Schools which have remained closed or only partially open since the lockdown on 5th January - see 'School building assessment' tab</p>	<p>See Tab</p>	<p>Yes</p>
<p>Arrangements to manage ventilation including air conditioning</p> <p>Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</p>	<p>We have had new door closures added to the hall and Orchard room, which tie in with our new fire alarm system. Nm has checked the closure system on fire doors going into classrooms and they work fine. Staff have been advised that if it is very cold they do not need to keep open external door (which is not a fire door) they must however have the windows open.</p>	<p>Yes</p>	

<p>Educational visits see section 2 of government guidance 'School operations'</p> <p>The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. But from Autumn term non-overnight domestic educational visits can resume.</p>	<p>Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p>	<p>Education visits are currently on hold now that we are in a national lockdown. They should reopen in the next few weeks. Certain procedures will take place to protect all- see separate risk assessment for each trip.</p>	<p>Yes</p>
<p>Extra curricular provision- see section 2 of government guidance 'School operations'</p>	<p>Arrangements for resuming any breakfast and after school provision.</p>	<p>We have no current provision for breakfast club. Where after school clubs will be running, they will be in social bubbles and staff members will only lead their own class that club, to avoid crossing of bubbles. External leaders may be used, but again they will work only within one bubble at a time. and full cleaning and hygiene expectations will be set for clubs, as they are in school.</p>	<p>Yes</p>
<p>Curriculum risk see section 3 of government guidance 'Curriculum, behaviour and pastoral support'</p>	<p>Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting</p>	<p>With the new strain of virus we are resorting back to no singing in school at all, this is also the case for the playing of instruments and this will be shared with teachers.</p>	<p>Yes</p>
	<p>Arrangements for how children are sat and grouped in classes to avoid risk of infection.</p>	<p>We will be following current guidance on seating the children so they are facing the board in class. Desks will be facing forwards. Children may hot desk, but only if they have been cleaned down in between. All children in all classes will have tables in rows. There will be occasions where this is not possible, such as during continuous provision. Currently we allow 30 chn maximum in a classroom due to space available. If we go above this number we will have to start a new bubble.</p>	<p>Yes</p>

behaviour and pastoral support	Arrangements to manage C19 risks during physical education, sport and physical activity	Most PE sessions will take place outside. Where a session cannot take place outside then we may use the hall, but if using the hall we will have smaller groups using them. All equipment, including mats, will be cleaned down after use using the fogger gun/atomiser. . Any sport that we are teaching will follow the guidance from their associated NGB in terms of what you can and cannot do. We will cover our normal themes, but in a way that avoids direct contact and keeps the children safe. We will keep on top of latest AfPE guidance to support us with this. See separate risk assessment.	Yes
Pupil wellbeing and support see section 3 of the government guidance - Curriculum and pastoral care	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	We will be carrying out an emotional wellbeing register each day with the children and TA's will pick up on children who have not scored highly on this, to ease them and help reduce stress and anxiety - reporting back to parents. Discussions with parents where needed to support this.	Yes
	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	The SENDcO will be responsible of monitoring this and working to develop ideas and a package of support for these children. Carefully selected targets and high quality intervention will enable these pupils to catch up what they find more challenging.	Yes
	Arrangements to manage school community anxiety to prevent escalation	We are being very open and honest with the school community about what school looks like. Good, regular communication is key with this. Parents have MS Teams set up on their phones so they can communicate with school and to reduce anxieties.	Yes
Contingency planning for outbreaks - see section 5 of government guidance ' Contingency planning for the outbreak '	Develop contingency plans to cover all eventualities.	See remote learning plan on website - 2 Phase approach to remote learning.	Yes

Actions to be taken which apply to all schools planning for reopening from 8th March 2021

Persons at risk	Staff and pupils			
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Priority risks regarding curriculum provision continue to concern health and hygiene practices for staff and all pupils, and the impact of learning activity on staff and pupil wellbeing.				
By assessing and identifying the barriers/impact of the pandemic on pupils, schools should prioritise an appropriate curriculum to				
Support for curriculum planning has been developed within the wider Re-opening Framework for schools and, therefore, any associated risks is assessed as low at this time.				
Due to COVID-19 the children return having fallen behind in their learning	Yes	Additional support and intervention is needed to help to close the gaps for these children.	Yes	Teachers will use QFT to identify gaps in learning and to assist with planning. Distance From Learning activities will be introduced and our curriculum is moving to a priority curriculum, as per our INSET day in 26th Feb.
The children may be more anxious in light of the second strain of COVID-19, which children are more susceptible to.	Yes	We need to work on the children's mental wellbeing and understanding of metacognition to get them into a place where they are ready to learn.	Yes	Staff to be open and honest with the children and to find time to discuss issues and concerns with children. As more information becomes available we will choose what we share with children regarding this. Emotional registers to be used each morning and recorded by TA's in rooms.
The children may have lost social interaction skills.	No	Staff to provide opportunities to teach social interaction skills in class.	Yes	All staff are using Laughology planning units and these promote teamwork and PSHE skills. Time will be spent rebuilding these schools across the curriculum.
Resources used by children could spread the Covid-19 infection.	YES	Limited resources to be used by children each day, washed after use.	Yes	The children will only be able to use resources that are easy to wipe clean, or can be left in a bucket of disinfectant over night. All items used by children in a bubble will stay within that bubble, however they can share resources within the bubble with wiping down each time.
Children lose the cohesion of being a class and the collaborative nature of working in a group.	Yes	Children to face the front of the class when learning. Build opportunities to work as a group safely.	Yes	Children will be sat facing the board. The children will need to remain in their seats as much as possible and not move around too much. Chn can have different seats for different subjects if essential, but they must not have 'free choice' as in the event of a positive case this could have a big difference.

Reading abilities of the children fall significantly due to not reading at home.	Yes	Children to read daily in school and home each day, adults to assist and check up on this.	Yes	Reading remains a priority in the school and children are encouraged to read daily and time is made for this in the school day. All home reading is recorded on MS Teams and HT sent a video home to parents to remind them of the need to record reading. This will be monitored by HT and staff for engagement.
Gaps in pupils' skills, knowledge and understanding accumulated during partial closure	No	Staff agreement on aspects of the general curriculum are the most pertinent / important for our pupils now	Yes	During INSET on 26th February we identified our Priority Curriculum, which is based around the key skills in each of the core areas that we think are the most important to achieve before the end of the year. This will be the focus of learning moving forward and will be assessed and reviewed as we go.
Reading outcomes fell significantly last lockdown.	Yes	Ensure that there are opportunities for reading in the curriculum daily.	Yes	Daily guiding reading sessions in place and a discussion will be had on what this looks like in staff meeting. All chn will be put through STAR assessment in next 2/3 weeks to get updated reading position. New investment in early reading books and all KS2 now on the AR books, which will be made a part of school practise.
core skills in core subjects significantly fallen due to school closures.	Yes	Ensure suitable provision of support each day.	Yes	English and maths activities and core skills sessions will be a stable part of our 'Priority curriculum' and time will be dedicated to these. Distance from learning and other formative assessment techniques will be used to monitor and track attainment of children. Those fallen behind will be put forward for catch up support.
EYFS curriculum:				
Continuous provision does not support sitting in rows, which increases risk of exposure.	Yes	Where possible children should be sat in rows so they are not breathing on each other.	Yes	We will sit in rows facing the board where possible, but where this is not possible the children will be working in small groups on continuous provision activities. Teacher led sessions will be board faced. All children will continue with good hand and respiratory hygiene. Children will NOT be sat facing one another, where a group table is used the seats on one side will not be used.
Some activities involve resources which are difficult to clean and keep safe. This can result in ease of spreading infection.	Yes	Remove any materials that are hard to clean and avoid all soft furnishings.	Yes	The following activities can still take place in class, as long as good hand and respiratory hygiene is followed before and after use:
			Yes	Mud Kitchen - Re-opened
			Yes	Sand Pit - Chn must wash hands before and after.
			Yes	Small World Table - Yes, items used disinfected after use
			Yes	Role Play area - Yes - remove soft furnishings and limit resources. All items cleaned each day.

			Yes	Water tray - yes - clean items after use with disinfectant
			Yes	Wendy House- Yes with single occupancy and the window left open.
			No	Reading Den - No- Too small, no social distancing possible.
			Yes	Construction equipment - Yes - Lego and construction material that can be disinfected can be used
			No	Bikes - yes - Temporarily suspended until new safety equipment arrives.
Parents coming in to settle children at start of the day could carry infection	Yes	Reduce parental visits into the classroom.	Yes	No parents are allowed in the school building at present during this time.
Use of Play Dough for 'Dough Disco' is not easy to clean and could carry the virus	Yes	Do not share playdough with others	Yes	Children to have their own pots of playdough if teachers need to use it. They must not share it with any other child.
Lots of soft furnishings in Willow class used in role play areas and in learning, these can carry the infection more easily than other surfaces.	Yes	Remove soft furnishings	Yes	We removed the soft furnishings that the children would normally use in role play areas, so they pose no additional risks.
Children find socially distancing very hard	Yes	Mitigate risks in other ways	Yes	Parents made aware that children will not be socially distanced at all times, they will mitigate risks through being in one bubble and through a strict regime of respiratory and hand hygiene. Children taught this upon entry.
Children are anxious about school having not had induction days previously.	No	Support pupils through transition activities	Yes	No longer applicable, they have been in school for over a term now.
Fruit at break time is handled by multiple children often	Yes	Reduce contact and wash hands before and after	Yes	Adult to wash hands prior and hand round fruit. Children clean hands prior and pick the first piece of fruit that they touch.
Adults often open straws and milk at break time to help children to get into their drink. Hands could be contaminated.	Yes	Wash hands and reduce contact with items going in mouth.	Yes	Children must learn open their own straws at break time for their milk, adults must not touch the straw. Help can be given to open packaging, but straw must not be touched with hands (use glove if absolutely necessary) as straw will go in child's mouth. Adult to clean hands first.

Actions to be taken which apply to all schools planning for reopening from 8th March 2021

Persons at risk	Staff, children and families			
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
<p>Individual risk assessments for children with EHCPs, those at are deemed "vulnerable" and those receiving SEN support and those from BAME community</p>	<p>NO</p>	<p>Discuss changes in child's wellbeing with parents before their return to school allow a personalised approach. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school. Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.</p>	<p>No</p>	<p>SENDCO and HT spoke (email or phone) to parents of children who are either receiving SEN support or are vulnerable and risks identified. Working arrangements made for those who needed it. Support given for these parents to return.</p>
<p>Pupils externalising and using anti-social behaviour</p>	<p>Yes</p>	<p>Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.</p>	<p>Yes</p>	<p>Behaviour plan has a covid-19 addendum. All relevant policies are available for parents via website. The need for physical intervention is still possible and where this happens, staff will be expected to wear suitable PPE. Each child will be reviewed case by case to see how we can reduce the need for this, such as time out areas.</p>

<p>Pupils internalising anxieties.</p>	<p>Yes</p>	<p>Set up reporting systems so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.</p>	<p>Yes</p>	<p>Online Home 'School link app (MS Teams) in place between parents and staff. This will aid the speed and effectiveness of communicating concerns. CPOMS will be used in school to record behaviour, concerns and anxieties for future use. Staff best suited to spot differences in children's behaviour and save this data to build up a picture of how they are changing and can support the child more quickly.</p>
<p>Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours.</p>	<p>Yes</p>	<p>Ensure all teams are aware of this and that it applies consistently- plan staff training being aware that some pupils with SEND are not able to socially distance, how will this risk be mitigated by good hygiene practices.</p>	<p>Yes</p>	<p>Training was carried out on 1/6/20 and staff are aware of what they can and cannot do for their own protection. Risks must be mitigated in other ways such as use of PPE or hand hygiene etc.</p>
<p>Pupil anxiety about return to school:</p>	<p>Yes</p>	<p>Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.</p>	<p>Yes</p>	<p>current anxieties are more likely to be from parents currently. Email and video sent by HT to parents to help them share with their child what we are doing at school to keep them safe. Pupils will all have an emotional wellbeing register taken everyday so the teachers and TAs can act upon the result and try to reduce any fears. The curriculum of PSHE is designed to really support children through their schooling. SENDCo is available to offer support for children who may need it. One TA is trained to support this too.</p>
<p>Parental anxiety about children allocated a place going back to school.</p>	<p>Yes</p>	<p>Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed</p>	<p>Yes</p>	<p>Regular updates with parents to keep them abreast of the situation. Important Govt updates will be communicated to parents as and when they happen. The risk assessments are dynamic and under regular review, this can be shared with anxious parents. HT to review each case as an individual and to support in doing what they believe is best for the pupil.</p>
<p>Bereavement support for staff and pupils.</p>	<p>Yes</p>	<p>Access online resources e.g. Winston's wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.</p>	<p>Yes</p>	<p>Behaviour of pupils will be monitored using CPOMS as normal and this was reinforced in our meeting on June 1st. Good clear communication with parents will ensure that teachers have the most relevant information in a timely manner. HT and SENDCo to lead on any bereavement issues that arise as a result of COVID 19.</p>

Staff anxieties or diagnosed conditions preventing returning to school.	Yes	Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan group ratios to be safe. Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ES Welfare box for specific and additional questions.	Yes	Staff all have access to EAP (see poster in staffroom). Open door policy with HT to discuss any concerns that the staff may have. Flexible working arrangements may be possible for some staff who have concerns. Keep strong communication with staff about what is happen at all stages.
Anxieties from staff and pupils escalate rather than reduce.	Yes	Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.	Yes	Wellbeing of staff and students is paramount in all we do and this is reguallry reviewed. A open door policy is in place and HT encourgaes staff to share their concerns. Staff meetings and TA briefings will continue to ensure that there is a regular forum fort staff to talk. Ht sent email to staff to remind them they can contact HT anytime to discuss concerns.
Staff workload becoming excessive and unmanageable due to home learning and support own families at home.	Yes	Provide flexible working arrangements where possible and ensure a manageable workload is created. Factor in time for some of the administrative activities that staff need to do.	Yes	HT to work with staff to build a precedence for a good work life balance moving forward. Time will be factored into staff meeting times to complete some of the administrative duties that teachers have and TA's will be utilised more to support during these times. Monitoring moving forward will be considerate of the high workload of staff and the challenge of schooling at present.
Staff have shared their concerns over having children before and after school and the impact this is having on their day length.	Yes	Provide alternative arrangements for childcare before and after the school day (siblings)	Yes	The new drop off and collection plan takes this into consideration. Siblings will be allowed onto site early, but they will be waiting outside with Mr Matthews, or in a designated area - not in class. At the end of the day the parents have been asked to be on site on time to collect the children. This way teachers days should be just their teaching hours, giving them back lost time.

Safeguarding - West Wittering Parochial CE Primary School - March 8TH 2021

Actions to be taken which apply to all schools planning for reopening from 8th March 2021

Persons at risk	Whole school community			
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Yes	To have DSL cover available at all times.	Yes	We currently have one DSL (NM) and two DDSL (RW and EB). On any given day in school either NM or EB will be in school. Should neither of these people be available in school then RW will come in, and/or the DSL can be contacted by phone. There is also a local agreement between West, Wit, East Wit and Sidlesham, that should we need it we can utilise each other (Headteacher's) as a DSL for our school in the event of an emergency.
Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance	Yes	Clear implementation plan shared with all staff and volunteers (where applicable)	Yes	All staff have read and signed Covid 19 addendum to safeguarding policy. Staff were trained during INSET day on safeguarding and we will ensure full awareness and compliance through effective training.
Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.	Yes	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.	Yes	We are expecting all children to return to school, but if any do not a weekly phone call home will take place. Teams will be used to hold video meetings with families to check in on children.
The school site may have altered and be unsafe to some children upon returning to school.	Yes	The site needs to be visited and checked that it is safe for children to return to as of January 2nd.	No	The school grounds were checked by HT on Friday 5th March and it was deemed safe for the children to return to school. AP has done great job of preparing site for children.
Contact details of parents may have changed in the last 6 months and we may not hold current details for the parents of children in school.	Yes	Parent contact sheets need to be sent home to parents to correct any out of date contact numbers.	No	Parents will be emailed dot ask them to send in any new contact details that they may have. Teams allows us to call them directly, irrespective of their phone number.

<p>Parents or children may break social distancing rules and pose as a greater risk in the spreads of Covid-19.</p>	<p>Yes</p>	<p>Parents or children who are repeatedly breaking social distancing rules will not be allowed to attend school, or be on site.</p>	<p>Yes</p>	<p>Parents have been reminded of the importance of social distancing and posters and other signage is up around school to help to remind people to stay apart and safe. Markings now included on the playground to support this. Should any family consistently break these rules then they will be banned from entering school property under the grounds of them being a safeguarding concern. This will be regularly reviewed by the HT.</p>
<p>Parents decide to send their child into school when they are unwell.</p>	<p>Yes</p>	<p>Temperature checks for all adults and staff entering the schools site each morning on the gate. Staff to remain vigilant at all times to look out for indicators of Covid-19.</p>	<p>Yes</p>	<p>Should any child feel unwell then the school thermometers will be used to check temperature. Should a child present with a temperature of 37.8 degrees they will be asked to go home/sent home. Should it be found that they are not well in school, then they will be isolated and then sent home immediately, with parents being informed and being given information on what to do next.</p>
<p>Excess of children within a confined classroom could lead to greater chance of transmission of Covid-19.</p>	<p>Yes</p>	<p>Classrooms to be measured and an assessment of how many children can safely fit is carried out.</p>	<p>Yes</p>	<p>Current guidance requests that we keep bubbles as small as possible but that a class of 30 is perfectly acceptable. The space in all of our classrooms is sufficient in allowing all 30 children to be in school.</p>
<p>One of our entrances is via the Church Rooms and there is a risk here that there is no pavement down this road for families to walk along.</p>	<p>Not Applicable</p>	<p>Staff to man the gate to keep children safe.</p>	<p>No</p>	<p>We are no longer using this entrance. Children to all come into the school using the main gate.</p>
<p>A child could be hit by traffic on by the back entrance to the school due to increased traffic and congestion at drop off.</p>	<p>Not Applicable</p>	<p>Staff to man any gate to keep children safe and a suitable new plan to be created.</p>	<p>No</p>	<p>We are no longer using this entrance. Children to all come into the school using the main gate.</p>

<p>A child may make a disclosure to a member of staff upon returning to school.</p>	<p>Yes</p>	<p>Follow school safeguarding policy</p>	<p>Yes</p>	<p>Annual safeguarding training has taken place prior to reopening for all staff. CPOMS will be used and the DSL will be spoken to immediately about. Refers will be made to MASH should the threshold be met.</p>
<p>Safeguarding/Child Protection Policy may be out of date in line with current school arrangements.</p>	<p>Yes</p>	<p>New addendum needs to be written.</p>	<p>Yes</p>	<p>New safeguarding addendum has been written and this has been approved by governors. All teachers have read this and confirmed reading this.</p>
<p>More live video content is being used and possible risk of allegations made. Live video may be used if children are remote learning due to self isolation.</p>	<p>Yes</p>	<p>Code of practice set up so all staff and parents know what is expected of a live meeting.</p>	<p>Yes</p>	<p>Teachers all record the session and save them for future use, parents are aware of this prior to lockdown. These are backed up by staff. Where there are 2 staff in a room this is not necessary - note put in chat window if another adult is present. A document with key online safeguarding principles has been shared with staff and parents, these include things such as not being in bedrooms on chat, muting microphone, parents being nearby, suitable clothing etc. as all being necessary.</p>

West Wittering Parochial CE Primary School					
Lateral Flow Device - Mass Testing of School Staff in School			8th March 2021		
Who is at Risk:	Staff in school and regular adult visitors (Chartwells etc.)				
Risk Focus	Is this risk applicable?	Required Control Measures	Are all measures in place?	Further mitigations / protective measure required?	Who needs to carry out the action and when?
COVID-19 spreading in the school community	Yes	Schools following government recommended control measures set out in the school's protective measures risk assessment.	Yes		
		At West Wittering Parochial CE Primary, mass testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart.	Yes		
		Tests to be taken before staff come into work.	Yes		
		Staff results to be recorded on a staff Google Form and recorded by the person online on the NHS Test and Trace website. This will support identifying staff with positive results for contact tracing and managing stock and distribution.	Yes	Staff asked to contact HT directly with a +ve result to ensure it is picked up.	
		Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.	Yes	HT to check in and make sure that test has been booked, supporting if needed.	
Regular Communication With Staff	Yes	Staff have been given the information that they need to successfully complete the LDF tests. This includes: New instructions with the test, digital 'How to Guide', Privacy Statement, Letter from Head, and all attended a web meeting on the LDF tests.	Yes		
		Covid Coordinator: Nick Matthews	Yes		
		Covid Registration Assistant : Nick Matthews	Yes		
		Staff will sign for their kit when they collect it from the HT office and the lot number will be recorded, along with confirmation of new instructions. First set of kits will be collected on Friday 22nd January, ready for Monday 25th January. Staff not in Monday can collect ready for testing on Wed 27th.	Yes		
Tests to be stored correctly and collection	Yes	Tests to be kept securely in Headteacher's office to prevent unauthorized access, they will be locked up and access restricted to just HT.	Yes	Spare key to be made available in HT absence.	
		Tests will not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.	Yes	Only the necessary number to be ordered.	
		The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.	Yes		

managed in a safe way		Those collecting their kit should: wear appropriate face covering at all times; hand sanitise before collecting and signing; maintain 2m from staff coming to collect their test.	Yes	Tests left on table and staff to complete on sign in sheet.	
Staff not reporting results	Yes	Void, double void and positive results are communicated to the school once the test is completed.	Yes	Ensure all staff always have 2 tests available at home.	
		A negative test is assumed by 9am on Monday and Thursday	Yes		
		Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit.	Yes		
Low uptake on taking tests.	Yes	Tests are optional and are not mandatory. Staff given and have read key information and privacy notice to understand data protection for testing.	Yes		
		Staff were given time in online meeting to ask questions and can speak to HT with any questions or concerns.	Yes		
		Those who are not taking part will not be treated any differently and will be in school as normal, unless they are presenting with any symptoms.	Yes		
Swabs are taken incorrectly causing a false reading or cause contamination	Yes	Schools following government control measures.	Yes		
		Covid Coordinator has undertaken relevant training via two webinars and informed staff of how to access the training videos and has been given copies of key documents prior to taking part in the community testing scheme.	Yes		
		Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled. Staff sign to confirm they have new instructions.	Yes		
		Test conducted on a dry, clean, flat surface.	Yes		
		Hands washed or use sanitiser before taking the test.	Yes		
		Online information, training and webinars available. Video available on how to take your own test.	Yes		
		Information with the kits to be followed.	Yes		
		Regular communication with staff about the testing process, we will 'check-in' with staff at staff meeting to see how it is going.	Yes		
		If test is void, take another test. If 2 void results in a row, a PCR test should be taken.	Yes		
		If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline via the yellow card.	Yes		
Covid Coordinator to be responsible for incident reporting on a school wide issue:	Yes				
Hazardous Waste as a result of test	Yes	Test kits are to only be used by the person who was issued the test.	Yes		
		Any waste from the test must be put in the waste bag and thrown in household waste bin.	Yes		

Result of test		Surfaces cleaned down before and after the test.	Yes		
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