



Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

**Risk Assessment for Priors Field Primary School from September 2021 re Covid-19 Epidemic should there be an outbreak in Warwickshire LA
Guidance published 16th August 2021.**

Stakeholders	Staff, children, parents, carers		
Assessment Date	27.9.21	Review Date	18.10.21

Social Distancing

What should the risk assessment cover? Potential area/activity for hazard	Who might be harmed? (exposed to COVID-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering new controls what is the current risk level		Who is responsible for this action?
Travel to and from School including arrival and departure.	Parent, Children and staff at risk from infection with covid-19 due to insufficient social distancing.	<ul style="list-style-type: none"> Emphasise the importance of social distancing through constant reiteration via email, website and newsletter Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school. (We can only partially control this). Pupils will come straight into school through a range of pre-determined entrances and staff will be on duty to control this (see below). Parents and children should not gather to greet each other or talk near the school gates and should depart promptly when dismissed. Parents should follow government guidance social distancing rules when arriving to collect their children. Masks are optional No children to play on the adventure playground before or after school <p>Drop Off 8.45 – 8.55 - KS2 8.50 – Reception (Outside Area Gate), 8.50 –Year 2 (KS1 Cloakroom)</p>			Parents, Staff, Pupils. Every day on arrival and departure from school.

		<p>8.55 - Year 1 (KS1 Cloakroom) Pick Up 3.20 - Reception (Outside Area Gate), Year 1 (Outside Area Gate) Year 2 (Classroom Door) 3.25 onwards – KS2 on the playground</p> <p>If children are distressed and will not respond to being verbally consoled and persuaded to enter school, then physical contact by school staff should be avoided. School communication will remind everyone to please maintain distance as recommended in government guidance. Parents are encouraged to leave siblings not attending school at home at drop off times; if this is not possible they should stay with their parent rather than socialising. Only one parent ideally should bring and collect their child from school. Children may still use bikes, boards and scooters to travel to school. Parents should supervise the safe deposit and collection of these and children should only touch their own equipment. Parents or carers who require a space in the carpark for drop-off and collection must apply to school for a permit. All staff will ensure the timely welcome and release of pupils. All staff may wear masks/visors when collecting/dismissing the children. Parents will observe social distancing rules when waiting for their child on the playground Families will leave the school grounds immediately using the designated one way systems. Parents to keep their children close to them</p>				
Cloakroom facilities	Parent, Children and staff at risk from infection with covid-19 due to insufficient social distancing.	<p>Children are to bring bag, coat, water bottle and their lunch box (if required). These items should be taken home at the end of the day. Children in Year 3/4 will have access to the coat peg area in the Y3/4 cloakroom. Children in Year 5/6 will use the Y5/6 locker cloakroom. Children in Year 1/2 will have access to the coat peg area in the KS1 cloakroom. Children in Reception will use the Reception coat pegs outside their classroom. Regular cleaning of touch points can take place during the day by a member of staff. Sports equipment and PE kits should remain at home. Children should wear new PE uniform into school on their PE day. Parents are asked to ensure that children are adequately dressed to allow for a well-ventilated classroom ie. wearing additional layers / tracksuit bottoms or leggings for PE.</p>				Parents, Staff, Pupils. Every day.

	<p>Children will leave unnecessary items at home, bringing only a book bag containing their reading diaries and books. All children will have stationery provided by the school. Children walking home from school will be encouraged to follow social distancing guidance. Mobile phones may be brought into school but stored in a locked drawer in the office.</p>			
Assemblies	<p>Assemblies will be in the hall in key stages and whole school. The children will sit in hall with good ventilation. Assemblies will aim to be no longer than 10 minutes. Singing will take place in a well-ventilated space (windows open).</p>			SLT- ongoing
Moving around school	<p>Children and staff should avoid moving around the school building wherever possible. If they do they should be in lines. All staff are double vaccinated. All staff may wear masks/visors when in communal spaces and with anyone they are not usually in contact with. In practical areas, tables are allocated to classes and staff will work with children at these tables. They may choose to wear a mask/visor; a supply of these are available for staff who are unable to source their own. Children will eat in the hall in a rota. Children will eat dinner and stay within their classes managed by a MDS. Tables will be wiped down and cleaned thoroughly in between sittings. Lunchtime play will be mixed Hall will be well ventilated.</p>			Children & all Staff-ongoing
Social distancing in classrooms	<p>Children will continue to work in their classes as much as possible but can mix/overlap for phase assemblies /PPA activities and whole school assemblies/activities Staff may choose to wear a mask/visor when working across classes. Should playtimes be wet, children should remain in their classrooms. Teacher/TA will cover for each other to allow time for a comfort break and visit to the staffroom to prepare refreshments. Lunchtime supervisors will manage the class inside during wet lunchtimes. Videos may be available. Internal classroom doors and windows will be kept open to allow air flow.</p>			Children & all Staff-ongoing
Lining up	<p>Children line up to move around school sensibly with an adult. They may line up as a whole school for fire drills etc. and be near other classes without a concern for space.</p>			Children & all Staff-ongoing
Keeping pupils separate at lunchtime	<p>Children will wash hands before they eat. Children will eat in the hall on a rota. Children will sit in classes at tables spaced sensibly apart.</p>			Children & all Staff-ongoing

	Children will remain in classes and managed by a MDS. Tables will be wiped down and cleaned thoroughly in between sittings. Lunchtime play will be together with no bubbles required. Hall will be well ventilated			
Social distancing at break times	Children may mix on the playground and/or field. Playground equipment for class will be set up in boxes. Children to safely access to adventure playground area and do not need to be in bubbles.			Children & all Staff-ongoing
Social distancing - toilets	YR/1/2 – Boys KS1 toilets YR/1/2 – Girls KS1 toilets Y3/4 – Y3/4 toilet Y5/6 – Y5/6 toilet There will be split times around break and lunch for children to safely access the toilets Daily additional cleaning taking place, touch points cleaned at each break time.			Children & all Staff-ongoing
Staff safety - social distancing	Staff may access the staff room freely Alternative spaces continue to be provided for lunch/break (music room/library) Staff meetings, business meetings and CPD held face to face with good ventilation Staff may choose to wear face masks and/or face shields when walking around the school building. Windows in staff room to be kept open to improve ventilation. Adults to protect themselves from risk of catching virus and complete LFT tests twice a week.			Staff-ongoing
Social distancing - trips and events off site	Risk assessments undertaken and all safety procedures followed according to places visited.			Children & all Staff-ongoing
Social distancing if parents are in school	No parents are to enter the school building without prior planning. Parents to communicate with school via admin2605@welearn365.com email address Parents consultations to be held via Teams unless RA and safe.			Staff, parents, carers
Visitors to school	Any visitors/volunteers to school will be sent the Risk Assessment in advance, where possible. Risk Assessment will be shared and explained with visitors on arrival – sections appropriate to their visit will be explained in detail.			Visitors, Children & all Staff-ongoing
First Aid	First aid will be administered by an adult in the bubble group wherever possible. First Aiders may choose to wear a mask, and any other PPE equipment they feel necessary. Designated area in KS1 corridor is used as the first aid base.			Children & all Staff-ongoing

		Regular cleaning of First Aid area			
Fire procedures		In response to a fire bell, classes will evacuate their classroom through the classroom door, or nearest fire exit, and line up on the playground as normal.			Children & all Staff-ongoing
Lettings	Parent, Children and staff at risk from infection with covid-19 due to insufficient social distancing.	All external providers will confirm they have an approved Risk Assessment and that they are adhering to the current and relevant government guidance. Warwickshire Music Service are providing music sessions in groups, teaching staff ensure pupils are sent to lessons at allocated times.			Admin, SBM, SLT
School Office Arrangements	staff at risk from infection with covid-19 due to insufficient social distancing.	The office window will remain closed at all times. Admin will deliver late pupils from the school entrance lobby (if the child is unable to go to the classroom on their own). Those visiting should have their own passes e.g. social workers, Music etc. Contractors/workmen will visit outside of school hours wherever possible. Minimal forgotten items to be dropped into school (paper cups will be available for forgotten drinks). In exceptional circumstances items will be left in the foyer and collected by a member of staff from the class bubble if possible. If office desk used by other staff it must be cleaned. All correspondence will be via email or phone as much as possible. Parents should not visit the school office but use email/phone wherever possible.			Admin, SBM, SLT
FINANCE: Maintaining and setting the school's budget.	Staff at risk from infection with covid-19 due to insufficient social distancing.	2021/22 Budget was agreed by FGB May 2021. The administrative team will continue to manage and monitor income and expenditure within budget, with oversight by HT Subject leads will manage and monitor spending within budget for their respective areas in liaison with HT. COVID-19 additional costs will be carefully tracked. Grants and funding will be considered for expenses that are unable to be claimed for. Impacts of COVID-19 have been modelled and reflected in the budget where possible and will be reviewed termly. Remote meetings will continue with WCC Finance Officer to produce updated termly finance report			Admin, SBM, SLT
GOVERNORS: Support from governors	Staff and gobs at risk from infection with	Governors can support the school by continuing to allow for remote access to meetings The Chair of Governors will maintain regular contact with the Head teacher and ensure communication is shared with governors.			Governors, SLT

	covid-19 due to insufficient social distancing.	<p>Link Governors and those responsible for specific areas e.g. Health and Safety can be in contact with and support their link teacher.</p> <p>Governor Services will continue to communicate with governors and clerks in all aspects of governance. Governor newsletters containing local and national governance information are circulated on a monthly basis enabling governors to keep informed of changes to and best practice in governance.</p> <p>Priors Field Covid-19 Risk Assessment Updated 27.9.21</p> <p>Governors will ensure a supportive relationship with the school.</p>			
Emotional and Behavioural Considerations					
Some pupils may have experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19).	Children at risk of emotional stress related to the Covid pandemic	<p>Encourage parents to share any significant information about their child with the school (via admin e-mail/telephone if possible).</p> <p>Provide in-school support and a named person (someone the pupil is close to) to support the pupil if and when they need it.</p> <p>If required, access specialist support for the pupil, and if need be their family</p>			Parents, Staff, SLT, Inclusion Leader/SEN DCO
Some pupils may be more vulnerable to exclusion.		<p>Identify the particular pupils who could be vulnerable to exclusion and individually risk assess</p> <p>Facilitate a phased return to meet their needs.</p> <p>Review our Behaviour policy to reflect the additional support we might be providing and changes to sanctions that might be required.</p>			
Children may be at risk of falling behind their peers and therefore feel under pressure by the workload.		<p>Identified children falling into the 'at risk' 20% are assessed using recognised national assessment programmes and interventions are put into place swiftly.</p>			Parents & Teachers
Some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming.		<p>Teachers will indicate a calm area in or near the classroom as a quiet space for those children needing time out.</p> <p>Worry boxes are used in all classrooms in order for children to share their concerns with their teachers.</p> <p>Additional 1:1 nurture sessions are made available to support vulnerable children.</p>			Teachers & SLT
Some parents may be reluctant to send children back to school because of the risk of infection and bringing the virus back into the family home.		<p>Reassure parents of the strategies that are being followed in school and the social, emotional and academic benefits associated with their child being in school</p> <p>Share this risk assessment on the school's website.</p> <p>Continue to provide regular updates and information for parents and communicate government guidance re school attendance.</p> <p>Warwickshire Attendance Service will continue to be accessed to support individual families.</p>			SLT

		SLT will continue to follow up absences with phone calls.			
Hygiene / Cleanliness					
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Children and staff at risk from infection with covid-19 due to spread of virus across surfaces.	Remind pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds Remind pupils not to touch their faces			Children, staff
Keeping the school clean to a higher level of cleanliness.		Cleaners and staff will act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) Pupils/staff to clean IT equipment (especially keyboards, mice) with anti-bacterial wipes after use. Pupils to take home lunchboxes, drinks, coats and book bags at the end of each day. Follow DfE cleaning in non-healthcare setting advice: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings In the case of an outbreak, extra cleaning will take place			Cleaners All staff Children
What if there is a shortage of cleaners due to self-isolation or illness?		Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (e.g. working before and after school operating hours)			SLT
How can schools limit the 'surfaces' that are shared between home and school?		All correspondence out of school will be uploaded to the website and correspondence into school will come via a phone call or e-mail. Ask parents to avoid visiting the office window. Avoid all use of cash, which can act as a vector of transmission			Parents, staff
Before & After school club		Rainbow club will use the school's risk assessment and communications for the school and parents. Key Points: Rainbow Club will operate in separate key stage one and two groups wherever possible for safety and appropriate play. Rainbow Club will operate in the designated space and be responsible for cleaning and hoovering at the end of each session.			Club leaders
Possible COVID-19 Cases		If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. The rainbow room and disabled toilet will be used to isolate unwell members of the community. If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision, if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area where they can socially distance from other people according to government guidelines.			SLT, Staff, Children

		<p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if social distancing cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>			
Pupil begins to show symptoms when in school (cough and/or temperature developing)		<p>Any child who is unwell should follow Warwickshire and government guidance which currently states that they should be kept at home. If a child becomes unwell at school, parents will be contacted to collect them. The rainbow room and disabled toilet will be used to isolate unwell members of the school community.</p>			Parents, SLT, Staff, Children
What happens if we have a confirmed case of the virus?					Parents, SLT, Staff, Children
PPE in school may be required if pupils develop symptoms and need assistance (particularly pupils with SEND).	Parents, Children and staff at risk from infection with covid-19 due to contamination from infected members of the community.	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn (DFE 12/05/20)</p> <p>School will not open without this equipment being in place.</p>			Parents, SLT, Staff, Children

Member of staff begins to show symptoms when in school (cough and/or temperature developing)		When a staff member develops symptoms compatible with coronavirus, local authority and national guidance will be followed.				Parents, SLT, Staff, Children
Staffing shortages as a result of staff self-isolating	Parents, Children and staff at risk from infection with covid-19 due to contamination from infected members of the community	The introduction of testing for staff who have symptoms (cough and/or temperature) will ensure that only staff with COVID-19 symptoms are absent. We will cover internally where possible to reduce the risk of bringing the infection into the school.				SLT, Staff
Bubbles within the school need to close		In the event of a local Covid 19 outbreak the Priors Field team will strive to work with our families to deliver a broad and ambitious and accessible curriculum which will allow children to keep learning while they are isolating at home. See separate document: Priors Field remote learning policy.				SLT, Staff
Safeguarding						
School staff may not be aware of safeguarding incidents that occurred during the summer holidays and lockdown.	Children and family members at risk of abuse	Operation Encompass notifications in place. DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans. Any developments during the holidays and previous lockdown are recorded. Teachers remain alert to comments children may make during the school day. PSHE tasks set to enable children to seek support if required. Regular face to face contact during lockdown				
Pupils may have suffered forms of abuse during the holidays and lockdown and they have not had the opportunity to disclose these to anyone.	Children and family members at risk of abuse	Teachers remain alert to comments children may make during the school day. PSHE tasks set to enable children to seek support if required.				
Risk of exposure to inappropriate language or images when involved in live teaching sessions online.	Children at risk of inappropriate language	Expectations of safe online teaching sessions communicated effectively to all families. Online sessions are used to explain rules for safe use of Teams for live teaching and practice procedures. Parents have all received regular updates and information on how to keep children safe online. Remote learning policy				

Attendance	Children	<p>School attendance will be mandatory for all registered pupils from 6th September 2021 and schools should record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.</p> <p>As normal, schools should not encourage parents to request unnecessary medical evidence such as doctors' notes when their child is absent from school due to illness. It is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p> <p>Some pupils, parents and households may be reluctant or anxious about attending school.</p> <p>Schools are advised to:</p> <ul style="list-style-type: none"> • discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks • continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. • remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. • identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. This may include disadvantaged and vulnerable children and young people, pupils who were persistently absent prior to the pandemic and pupils who have not engaged with school regularly during the pandemic <p>To support families who will need additional help to secure pupils' regular attendance, schools can use the catch-up funding, existing pastoral, support services, attendance staff and pupil premium funding.</p> <p>If families require additional support: Family Information Service - fis@warwickshire.gov.uk (mailto:fis@warwickshire.gov.uk) - 01926 742274 Early Help and Targeted Support - Family Support Service - 01926 412412</p>				
Shielding pupils	Children	<p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible while shielding advice applies nationally. School to request a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p>				

DSL capacity to cover potential increase in demand.	Children and family members at risk of abuse	There are 4 trained DSLs: KG, KB, VL, TF (Rainbow Club) Recording of safeguarding concerns accessible by all DSLs in school or working from home through CPOMS. At least one DSL present in school with all DSLs available at all times.			
SEND, Medical and Underlying Health Conditions					
Returning to school for ASC pupils will cause anxiety.	Parents, Children and staff at risk from infection with covid-19 due to contamination from infected members of the community. SEND pupils.	Ensure parents have advance notice of the start date, so that they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – email between the pupil and teacher)			Parents, SLT, Sendco
Medicines in school may become out-of-date		Class Teachers will check all medications and inform parents if they need to be replaced. For medication that needs to be administered during the school day, a form will be emailed to the parent to complete and a member of staff, ideally from within the child's bubble with the staff member's consent) will administer the medication and ensure its safe storage.			Teachers, Admin
Pupils with underlying health conditions are at a higher level of risk		We will seek medical guidance for pupils with serious under-lying health conditions who may be at higher risk. Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing e.g. for pupils with asthma (safety measures may vary from pupil to pupil)			Parents, SLT, Staff
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk		We will refer to current government guidance regarding shielding for the clinically vulnerable and extremely vulnerable.			SLT, Staff
Those living with a shielded or clinically vulnerable person		We will refer to current government guidance regarding shielding for the clinically vulnerable and extremely vulnerable. The SLT and wellbeing lead will promote mental health & wellbeing awareness to staff during a Coronavirus outbreak and will offer whatever support they can to help.			SLT, Staff, parents
Anxiety associated with work during outbreak		There will be regular communication of mental health information and open door policy for those who need additional support. HT/DHT will offer support to staff who are affected by Coronavirus or has a family member affected. All staff will have access to WES wellbeing services.			Parents,SLT
Provision for SEND children Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing		It is accepted that staff working with children with additional needs may need to mix in groups of children from different classes.			SLT, Sendco

(hence social distancing cannot be implemented)					
Staff wellbeing.	Staff	The SLT and wellbeing lead will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. There will be regular communication of mental health information and open door policy for those who need additional support. SLT will offer support to staff who are affected by Coronavirus or has a family member affected. All staff will have access WES wellbeing services			SLT, Staff, wellbeing lead
Assessment and reporting	Children being left with gaps in their learning	Teacher Assessments continue to be used to inform planning. Baseline assessments have been used to ascertain where children are in their learning and interventions formulated in response to this.			SLT, Teachers
Continuation of online learning		Should a class / school close, online learning will be provided in accordance with government guidance. Staff have been trained in use of Teams for online learning provision with feedback and two-way communication. Padlets will be available on the website for year groups needing to self-isolate at home.			SLT, Teachers
Safe use of learning resources	Children	Reading books: Books will continue to be issued and returned daily. Maths resources: everyday resources such as counters, Numicon and place value equipment must be kept and only used by children in each bubble. Children should clean their hands before and after using these. Topic resources and sports equipment shared across a year group: Where resources are shared by two class bubbles use equipment for science for example, if these can't be cleaned between uses, they must be put into quarantine for 72 hours before the subsequent class can use them.			Staff team
Home Learning	Children being left with gaps in their learning	Learning conversations: Weekly learning conversations and spellings will be published on the website on class Padlets. Tapestry, Bug Club, TT Rock Stars, Spelling Shed, Purple Mash: To be set online as appropriate for each year group.			Staff team
Lateral Flow Testing For Staff and Regular Visitors to school					
Training	Staff working in school	Read the NHS and DFE guidance and ensure all relevant staff take the NHS online training Communicate the testing approach to all staff involved in self- testing through training via staff meeting and online resources. An NHS training tutorial can be accessed here: https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ Testing will take place at home Staff to follow the guidance for LFT testing at the time of the outbreak.			Staff and visitors working in school

Maintaining the School's Business Plan					
Logistics	Maintaining and setting the school's budget.	Orders of soap and cleaning materials are maintained. Cloakroom dryers to be reinstated to save costs.			SLT & Admin Team
Building Work		Contractors will only attend outside school hours where possible			HT/SBM/ Caretaker
Recruitment and Staffing		We will use a mixture of WM Jobs, our website and a government portal to advertise any vacancies. We will use a balance of online and in-person interview tasks to minimise social contact in the first instance. We will follow government guidance on pre-employment checks such as eligibility, DBS etc. The new staff Health and safety induction checklist will be completed for all new starters. The induction pack with policies and key information will be shared online, ahead of induction meetings.			SLT & Admin Team

Name of Assessor	Katie Gane (Headteacher) Katie Braley (Deputy Headteacher) Karen Hallard (SBM)	Signature	
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Name of Manager responsible for activity / process	Katie Gane	Signature	
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