

School Name:	Specific Actions	Residual risks	Lead responsible and completed date
St Osmund's CE Middle School			
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:	<ul style="list-style-type: none"> • hot and cold water systems – in use and regular flushing has taken place • gas safety – all as above • fire safety – tested, service 1st May '20 • kitchen equipment – internal deep clean May '20 • security including access control and intruder alarm systems – serviced and operational • ventilation – remained on and within service limits 	low	RFi 18.05.20
organise year group bubbles	<p>Staff deployment and other changes to achieve this at lunch and break too</p> <p>Minimise contact across groups of children and staff</p> <p>There are some places where year groups will be mixed but socially distanced at 2m+ (breakfast club, out of hours) and the room will be ventilated well</p> <p>Wherever possible we will keep year group bubbles intact e.g. music practice at lunchtime. There are no after school clubs running from Oct. '20 to limit staff exposure to different students.</p>	low	SSa SBe GBi Oct. '20
organise classrooms maintaining space between seats and desks where possible	<p>All formal classrooms will be in rows facing forwards, 1m+ attempted.</p> <p>Staff to remove other distractions, things to cause children to congregate, things that attract, soft furnishing etc. Respect for room please. Skip available in car park.</p>	low	Teachers 02.09.20

decide which lessons or activities will be delivered	Full curriculum being delivered with some changes to PE and drama to avoid contact. Science and DT have own procedures in place.	low	SLT 10.07.20
consider which lessons or classroom activities could take place outdoors	Outdoor equipment will be difficult to clean and should be avoided.	low	SLT 10.07.20
use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	The front office is out of bounds to all except those who are situated within it. Approach is restricted by a spacing barrier to prevent contamination via the hatch. Email or telephone the office if at all possible. Movement around the building is to be external (existing one way anti-clockwise system) whenever possible. Top cage area used for potential Covid 19 case as per established routine. Exit externally if suspected case.	low	SLT 10.07.20
stagger assembly groups	No assemblies other than year groups. No cross-bubble mixing. Year Group worship is in the bubble with tutor groups at least 2m apart (much more in reality) in the Sports Hall with all four corner doors open for ventilation. Practice is not exposing children to any additional students, they sit in tutor groups. All other daily worship is a reflection time. Lydia will provide materials.	low	LTo 01.09.20
stagger break times (including lunch), so that all children are not moving around the school at the same time	See timetable for early lunch and break for Years 5 and 6. Dedicated outdoor space to preserve year group bubbles. No school bells to allow staff to take ownership of student movement entirely except bell at 8.40 to signal start of school and 5 min before end of breaks to mean 'move'. TAs to supervise morning breaks with new approach and rota. Different lunch time supervisor arrangements.	low	GBi ADi RGo Sept. '20
stagger drop-off and collection times	Drop off and collection staggered. Y7 and 8 to arrive from 8.25 and teachers to be in rooms. Y5 and 6 from 8.35. Departures from 15.00 Y8, 15.05 Y7, 15.10 Y6, 15.15 Y5. Transport assisting as much as possible with one bus serving just our school. Daily duty team to supervise students distancing whilst waiting for buses. If wet, this will be taken indoors with children distanced.	low	GBi 10.07.20

plan parents' drop-off and pick-up protocols that minimise adult to adult contact	Parents directed quickly to marked drop off points for classrooms. SLT presence every start and end of day to enforce and remind Video on school YouTube channel to support changes in school by 17.07.20	low	SLT 17.07.20
consider how to keep year groups of children together throughout the day and to avoid larger groups of children mixing	Use of space and corridor usage Movements to lockers minimised floor markings to demarcate 2m distance staff reminders to children on all movement Video on school YouTube channel to support	low	RFi GBi 10.07.20
consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Should any equipment be used within the classrooms, disinfect it before and after use Any equipment brought in from home – confiscation by staff including footballs, mobile phones that are seen. Wipe down equipment with disinfectant and take to office who will contact home for collection.	low	SLT 10.07.20
remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Teachers to take charge of their rooms. We have little room for storing. Library taken out of use as a learning space from Oct '20.	low	RFi 02.09.20
remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)		low	Site Team 02.09.20
consider how children and young people arrive at the education or childcare	Communication about bus transport with parents. Masks for age 11+ compulsory on buses and invited for Years 5 and 6. Proximity of children at bus stops and on buses is not within our control.	Low/ medium	GBi Oct. '20

setting, and reduce any unnecessary travel on coaches, buses or public transport where possible	Ongoing discussions with transport provider.		
Communicating your plans			
tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	<p>Clear notices for parents – update with reminders sent Fri 30th Oct. Staff need to be aware of content regarding face masks/coverings (see email)</p> <p>Electronic communication</p> <p>Reminders on a regular basis</p> <p>no non-essential visitor at all policy is installed again from 02.11.20 and parents not allowed inside building</p> <p>quick staff action for any child exhibiting symptoms</p> <p>Open site risks as usual</p> <p>Children have been asked to arrive with freshly washed hands</p>	low	SSa 02.11.20
tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	<p>Be clear with parents around other siblings who are not currently attending.</p> <p>SLT on duty every day</p> <p>Teachers to reinforce at external classroom doors as they welcome the children in.</p>	low	SLT 10.07.20
tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	<p>Communicate this in multiple ways to avoid parents missing the message</p> <p>Communication and doors externally marked.</p> <p>Manor Park parents using our path is a risk – they are currently not permitted to do this.</p> <p>SLT duty will enforce this daily.</p> <p>Barriers and notices outside.</p> <p>Rooms numbered with large externally visible signs to support precise drop off.</p> <p>SLT on walkie talkies at all times to assist.</p>	low	SLT ongoing

make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Parental waiting on the field or in front of school as normal. Clear guidance on how to contact staff about issues (email) has been given. Parents will have telephone contact in all school hours, email outside school hours. Front office will reinforce should any adult attempt site entry. Front barrier to school is working well, parents telephoning in to announce their presence.	low	SLT ongoing
also think about engaging parents and children in education resources such as e-bug and PHE schools resources	Posters in every used classroom as of 18.05.20 to reinforce JWh will ensure that all classrooms have the posters still in place, please advise Ju if you need new posters.	low	JWh 09.11.20
ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel	DC transport are not able to accommodate our year group bubbles on buses but have an established system now which is Ossie's only on the bus and children sitting in the same seats each day. Masks necessary for age 11+. Office hold spare paper masks for children without them and unable to travel.	low	RGo 02.11.20
talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Plans shared 09.07.20 and will be re-visited 01.09.20 Risk assessment shared again 02.11.20 Higher risk of Covid 19 infection to BAME staff – sensitive, supportive conversations available to any member of staff including those who are at higher risk for any reason. Individual risk assessments available if needed (those in place for summer term will need amending as many of the measures will not be appropriate for whole school occupation – please approach your line manager if you want a new individual risk assessment).	low	SSa GBi SBe ongoing
communicate early with contractors and suppliers	Specialist contractors will be busy and statutory inspections are necessary for some items. Particular vigilance around water contamination.	low	RGo 13.07.20

that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Local Food Links sorted.		
discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<p>Zoono layer applied to all areas during Oct. half term.</p> <p>Every classroom to have spray disinfectant and the means to wipe down during the day.</p> <p>Teachers and Teaching Assistants to ensure that children leave lessons five minutes early to allow table surfaces and door handles to be wiped down and the next lesson to start on time. The entire site has been cleaned thoroughly over half term and will have benefitted from the two week break; contractors had to leave site on Thursday 29th Oct in order to allow 72 hours (PHE recommended) break between site occupation by students and school staff on 02.11.20.</p>	low	RFi 02.11.20
When open			
Keep cohorts together where possible	Year group bubbles as far as possible (access to lockers and toilets will have to be more flexible and controlled by staff at all times)	Low/ medium	SLT 10.07.20
ensure that children and young people are in year group bubbles	SEND Team (Amelia and Amy in particular) may need to operate a non-year group bubble in The Study but will do this in the most minimal way they can whilst providing support needed, as well as exercising cleaning and hygiene in the space	Low/ medium	ADi Abu 03.09.20
subject specialist rotation of staff for our timetable and ongoing limiting of staff mixing. Avoid staff room.	<p>Limiting of areas that staff go into. Staggered break and lunch will help with staff room social distancing (second staffroom no longer possible).</p> <p>If possible, colleagues to take drinks to classrooms and meet with fewer colleagues there at a social distance. This will help to reduce the amount of people in the staffroom.</p> <p>Toilets by main reception are busy. Use Sports Centre or Barnes Building (New Build) if possible.</p> <p>Until further notice, if we can avoid being physically together then we will. Meetings can be done by Teams or at a distance in a well-ventilated room; meeting lead to decide.</p>	Low/ medium	SLT 10.07.20
ensure that wherever possible children and young	All children to bring own equipment to mitigate risks further.	Low/ medium	All teachers 03.09.20

people maintain social distancing	<p>Masks or visors can be worn by children and staff by choice at all times. For staff, RFi has a supply of both masks and visors which can be provided to you.</p> <p>Children with ASC or other SEND, Amelia Dipple will lead on provision, these children may struggle with the rules. Teachers to follow direction. Amy Burgess (Study Manager) will have the provision ready and in business. Careful management of numbers in The Study and social distancing.</p> <p>Claire Davies (Behaviour Learning Mentor) will lead on non-SEND children needing behavioural support.</p>		
For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance	<p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk</p> <p>Can advise on specific issues.</p>		
ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	<p>Electronic 'no touch' hand sanitisers in every classroom where there is no sink and at other points.</p> <p>Teachers to control hand washing and use of sanitiser.</p> <p>Staff to insist upon washing or sanitising at the start of every lesson. Some students prefer to carry their own sanitiser (if smell/content sensitive) and this has been allowed and communicated to parents as an option.</p>	low	RFi 03.09.20
Suspected COVID case management	<p>Child/ren will be removed and taken to the top cage using external exit.</p> <p>Office will be contacted by exterior window to phone parent/carer/emergency contact numbers. The child/ren will have their temperature taken and directed towards testing, isolated in the top cage until collection (with supervision). Visors available in front office for any staff dealing with a suspected Covid 19 child. First Aiders to wear a visor, apron and gloves for any incident/accident management at this time.</p> <p>Other children and the member(s) of staff in year group bubble may be sent home to self-isolate until test result known. Public Health advice will be sought in each case; the South West team will risk-assess with us and advise us on the action to take, depending on</p>	medium	SLT ongoing

	<p>contacts. SLT have participated in detailed communication with Public Health Dorset during October and feel well-versed in procedures and risk management.</p> <p>The result of any test must be communicated back to the school as soon as it is received and shared with staff. 14 day isolation if a positive test for all children and staff. We are now well-practised at identifying close and proximity contacts by seating plans and all teachers must have these readily available at home and school to advise.</p> <p>Debrief and counselling can be requested by any staff involved.</p> <p>Test and trace may mean a whole year group + exposed staff are isolating for 14 days on advice which could shut the school, after advice from PHE.</p>		
Hygiene: ensure that all adults and children...			
frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	Set up daily routines working with the limitations of numbers of children, taps and social distancing in toilet areas	low	All teachers ongoing
clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	<p>Ongoing focus on hand hygiene</p> <p>Lidded bins deployed to every room</p> <p>double bagged rubbish disposal daily</p> <p>Tissues are provided in every classroom and office – speak to RFi if you need a new supply</p>	low	All staff ongoing
are encouraged not to touch their mouth, eyes and nose	Develop routines with children and staff		All teachers ongoing
use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	<p>Ongoing education work with children</p> <p>Posters in all rooms</p>	low	All teachers ongoing
Water fountains	Cleaned daily.	low	All staff ongoing

	Children to bring water bottles with adequate water, refills only allowed at fountains (to be discouraged). Teachers to reinforce and seek office support to get a water bottle sent in from home.		
Lunchtime routines	Lunchtime supervisors to work extra hours and supervise eating/clean down in between sittings. Sneeze screen installed in kitchen, food service staff to wear gloves and visors.	low	SLT ongoing
ensure that bins for tissues are emptied throughout the day, if you have a child sneezing	Double bag via RFi and site team on duty – email for attention.	low	All teachers Site team ongoing
where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Remember to minimise the risk of falls from height, any window restrictors should not be removed. Windows open at all times, even if slightly in cold weather – mitigated by increased heating as temperatures drop. Use a wedge to have internal classroom door open throughout the day. If leaving the room, the adult must close the windows if there is an intruder risk and remove the door wedge to shut the door (contravenes fire routines otherwise). Rooms should be purged if empty of students with a blast of fresh air for several minutes (doors open). Teachers will close all windows at the end of the day before they depart. Students have been advised to wear layers under uniform and during very cold weather will be allowed to wear coats in classrooms if necessary. Staff to consider room temperature and perhaps introduce a movement minute every ten to counteract any real cold.	low	All teachers ongoing
prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	A fire exit door can be open during drop off times with a member of staff present. During occupation this door must be closed (safeguarding). Safe ventilation. Do not increase fire risks further. Evacuation routes do not need to change – new fire lines and 2m spots on field.	low	All teachers Site staff to support ongoing

get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed	Soap and hand sanitiser in stock	low	RFi 10.07.20
Discuss with staff that there is no need for anything other than normal personal hygiene and regular washing of clothes	Smart dress code re-adopted for 03.09.20 please. Discuss with your line manager if this is difficult for any reason.	low	All teachers
Reduce mixing within education or childcare setting by:			
accessing rooms directly from outside where possible	Consider safe access routes and do not compromise site safety	low	GBi 10.07.20
considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	Students to be supported to use the one way route outside around the building whenever possible to move around. Transition carries a low likelihood of transmission due to speed but minimise transition past others. Transmission outside is suggested to be 19 times less likely than indoors; students to continue to move around the building outside whenever possible.	low	RFi 10.07.20
staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	Regulated outside break areas on a rota – staggered and use of a designated, large area	low	GBi 10.07.20

staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.	Meal sittings / provision planned with meals providers and parents. Teachers to ensure hands are washed or sanitised at the end of the lesson before lunch (lesson 3 for KS2, lesson 4 for KS3) Tables in the dining hall are completely cleaned before a different year group bubble enter and the hall is purged with fresh air (windows kept open at all times).	low	SLT, Teachers ongoing
Specific measures for some children and young people who will need additional support to follow these measures	Specific approaches for named individuals SEND to lead	low	PAb 03.09.20
Use outside space for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Plan outdoor PE time in the curriculum for children whenever possible.	low	GBi 10.07.20
outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Consider defined areas for specific groups Avoid equipment areas / outdoor play equipment	low	SLT 10.07.20

Read COVID-19: cleaning of non-healthcare settings			
stagger the use of staff rooms and offices to limit occupancy	Staggering as per pupil group rota and timings Nobody to attend an office that is not their own. All members of staff must ensure that they are never closer than 1m for more than 1m to any other member of staff, nor closer than 2m for more than 15 minutes to any other member of staff. Wearing a mask or a visor does not change this requirement.	low	All staff ongoing
Reduce the use of shared resources:			
Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	Staff follow school policy of whole class feedback, use of a visualiser to give live feedback, DIRT in lessons, developing students as reflective and proactive recipients of feedback at the point of learning. Teachers should seek to give written feedback in school and avoid taking books home (summative assessment and marking of final drafts etc.). Teachers should establish their own rota of managing this over their class load. Frequency will depend on subject and group teaching hours. Books can be taken home if colleagues choose to do this. Home learning should continue to use Teams and online resources as established during lockdown (if this becomes necessary due to a Year Group bubble isolation we will quickly form a central plan depending on which members of staff are also involved and isolating). All teachers should refresh their knowledge of Teams and Martyn Bagwell will provide support. All teachers should be able to set learning and resources for a Year Group.	low	SLT 10.07.20
Seek to prevent the sharing of stationery and other equipment where possible.	Shared materials and surfaces should be cleaned and disinfected more frequently. All classrooms have spray disinfectant and cloths; shared staff responsibility please.	low	All teachers ongoing
Practical lessons can go ahead if equipment can be cleaned thoroughly	Plan for specific activities with sufficient time for cleaning of resources	low	Science Team to support and plan

Adjust transport arrangements where necessary including:			
encouraging parents and children and young people to walk or cycle to their education setting where possible	With our catchment part-rural setting this may not be possible for some. Encourage parents to use their own vehicle and not lift share with other families in different groups	low	SLT ongoing
schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required	DC Transport have committed to one bus serving only our school and distancing measures on the bus. All children age 11+ have to wear a face mask to travel on the bus.	Low/ medium	RGo 13.07.20
make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Dorset travel will ensure that transport providers are aware of this requirement.		
make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	Dorset travel will ensure that transport providers are aware of this requirement.		
taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when	Transport arrangement for those with particular needs can be discussed with the Dorset travel team.		

transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts			
A focus on mental health and wellbeing for all at this time:			
Getting back to normal will support many but we also need to consider those for whom things have changed or are difficult (children and adults)	<p>ELSA and nurture provision available.</p> <p>Consider individual children and staff who have developed anxieties related to the virus.</p> <p>Consider children about whom there are safeguarding concerns – use My Concern.</p> <p>Be ready for children who may make safeguarding disclosures once they are back in schools – use My Concern.</p> <p>Teachers to build a soft and nurturing approach into every school day. Extended arrival times will allow this in every tutor group timetable.</p> <p>A class reader is built into every day to allow escape from the now, for all.</p> <p>Staff counselling via DC is always available at no cost to the individual (six sessions) and you can self-refer.</p> <p>An OH referral may be appropriate for some staff – discuss with your line manager.</p>	low	<p>PAb and GBi ongoing</p> <p>CMi, AFe</p>