



Coronavirus (COVID-19): risk assessment for full opening from 8th March 2021

Assessment conducted by: SMT	Job title: Senior Management Team	Covered by this assessment:
Date of assessment: 1/3/2021	Review interval:	Date of next review: ONGOING
Related documents		
<p>TO BE READ IN CONJUNCTION WITH THE PREVIOUS RISK ASSESSMENT &</p> <p>Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.</p>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' - [Early years settings] DfE (2020) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - ISBA - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email. • The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for full school opening. • The SMT reviews relevant school policies to ensure they account for new provisions. 	Y	Headmistress	Ongoing for duration of pandemic	M

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Premises		<ul style="list-style-type: none"> • The Caretaker checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • The Caretaker identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. • The Caretaker checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The Caretaker checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. • The SBM makes insurers aware of the building's state of use. • The Headmistress ensures that the insurer's risk mitigation requirements are enacted and observed. • The Caretaker checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the Headmistress as soon as possible and issues are resolved prior to the school fully opening. • The Headmistress, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. • The Headmistress identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The Caretaker arranges for any changes to the premises to be made to account for social distancing measures. • The Headmistress limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. • WEF 5/11/20 Visitors to BGS are restricted during lockdown period to those that are absolutely essential. Parent and carer visits for new admissions, 	Y	Headmistress	Ongoing for duration of pandemic	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>settling-in children new to the setting or attending organised performances are suspended</p> <ul style="list-style-type: none"> Temporary external lighting has been sourced for the drive to enable Kiss and Drop to continue safely during winter months. To be installed w/c 9/11/20. 				
Gas supply, systems and equipment		<ul style="list-style-type: none"> A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. The Caretaker & SBM checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	Headmistress	Ongoing for duration of pandemic	M
Electrical supply, systems and equipment		<ul style="list-style-type: none"> A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. The relevant staff check that all phone and broadband connectivity is in working order. A suitably trained technician checks that the main and emergency lights are in working order. The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. The Caretaker ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	Headmistress	Ongoing for duration of pandemic	M
Heating and ventilation		<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. Where possible, the windows of occupied rooms are open. 	Y	Headmistress	Ongoing for duration of pandemic	M
Fire safety and evacuation routes		<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The fire safety officer and Headmistress ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> The Headmistress identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 				
Water storage, drainage systems and sanitary appliances		<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. 	Y	Headmistress	Ongoing for duration of pandemic	M
Cleaning		<ul style="list-style-type: none"> The Caretaker in conjunction with the SMT creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. Dining areas are cleaned between use by different pupil groups Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with COSHH. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. 	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> A full deep clean of all areas was carried out during Half term. The main school building, Nidd, Science, Art & DT were then closed down. In non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours 				
Minimising contact with individuals who are unwell		<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds. Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus during the course of the school day (new and persistent cough, high temperature, loss or change in their normal sense of taste or smell) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. If a member of staff is concerned that a child/colleague is displaying new symptoms, it should be discreetly brought to the attention of a member of the SMT. Due to the confidential nature of the matter there must be no breach of confidentiality/data protection. Once parents/guardians have been contacted, pupils awaiting collection are moved to a well ventilated room where they can be isolated. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others, or if weather permits outdoors. If required, a member of staff supervises the pupil. If If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. The area around the unwell individual is cleaned with normal household bleach after they have left the premises. Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. The school does not routinely take the temperature of pupils. 	Y	Headmistress	Ongoing for duration of pandemic	M

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Test and trace		<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides staff and parents with a home testing kit if they develop symptoms. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period. • 8/3/2021 – LFD testing to be introduced for those staff who are willing to participate in the process. Instructions circulated to staff 1/3/2021 with follow up staff meeting 2/3/21. SBM to manage administration/data protection aspects. Employees aware of protocol if they have a positive test result. 	Y	Headmistress	Ongoing for duration of pandemic	M
Confirmed cases of coronavirus		<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the Headmistress will contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. The school will be put through to a team of advisors who will advise what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. 				

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		<ul style="list-style-type: none"> • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. • Any confirmed cases within EYFS are reported to Ofsted as soon as possible, through the usual notification channels. 				
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> • Hand washing and sanitising stations are set up, providing either soap and water, or alcohol-based hand sanitizer and bins.. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. 				

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		<ul style="list-style-type: none"> Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. Hygiene measures are explained to visitors and contractors upon their arrival. 				
Minimising contact between individuals and maintaining social distancing		<ul style="list-style-type: none"> The Social Distancing arrangements are shared with all relevant members of the school community and adhered to as far as possible. Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Pupils are separated into class bubbles for learning. Class bubbles are always separated for academic learning in the classroom. The timetable has been designed with two further operational bubbles, EYFS/Pre Prep and Prep where social distancing, ventilation and sanitization allow more than one class bubble to safely spend time together. There is no part of the working week where there is sustained contact across these two operational bubbles. Using these recommendations 'close contact' can be interpreted as class members during classroom based lessons. <p>8/3/2021 - Three large 'Bubbles':</p> <ol style="list-style-type: none"> Magic Tree Bubble – all nursery children and all nursery staff Early Years and Pre-Prep Bubble – all Pre-Reception, Reception, Year 1 and Year 2 pupils and staff Key Stage 2 Bubble – all Year 3, Year 4, Year 5 and Year 6 pupils and staff <p>Any member of staff teaching or on duty in more than one of the three bubbles will wear PPE and maintain a 2 metre distance from the children. Some specialist teachers may choose to deliver their lessons via Zoom, in school. Any child or member of staff testing positive for COVID-19 will, in all likelihood, result in the whole Bubble being sent home to isolate. As previously, siblings and family members will still be able to come to school, provided the 'Bubbled' child remains well. This will be following direction, at the time, from NYCC/Public Health England.</p>	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> • Staff can move between bubbles, but minimise close contact with others whilst doing so. • Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Pupils' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids eg signage, floor markings are used to display social distancing measures. Ongoing refreshing of floor markings and signage • Assemblies are staggered throughout the day and conducted within pupils' groups. • .The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Headmistress assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Start and finish times for the school day are staggered. • Nursery – Rec parents escort children to Stables building, handover outside, at this time parents not permitted to enter the building • 'Kiss and Drop' in operation for Y1 – Y6. Drop off monitored by member of SMT each day. Parents discouraged from entering the building apart from pre arranged, socially distanced meetings • Supervised collection at the end of the school day. • Where necessary, school transport is restricted to essential use only. Currently the minibuses are not used as the children are not being transported to the school field • Where school transport is essential, infection control and social distancing measures are implemented. 				

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		<ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. PPE made available to these on arrival/induction as necessary • Social distancing measures are explained to all contractors and visitors upon their arrival. Disclaimers completed before or on arrival • A record is kept of all visitors and contractors that come to the school site. • WEF 5/1120 – Visitors to BGS are restricted during lockdown period to those that are absolutely essential. Parent and carer visits for new admissions, settling-in children new to the setting or attending organised performances are suspended • 5/11/20 - Bubbles slightly adjusted post half term. Communicated to staff and parents. Dining Room seating plans slightly reconfigured at this point too • 5/11/20 - Staff encouraged to wear face coverings and PPE at all times if they feel comfortable to do so. • 5/11/20 - Physical assemblies held in Greenwood Gym.. Year groups attending in person on rotation, with other year groups attending remotely from the classroom. Pupils attending remotely (from the classroom) do not participate in singing during the assembly. • 5/11/20 - Slight adjustment made to end of break procedures to avoid crossover in corridors. Whilst passing briefly in corridors or playgrounds is considered low risk, this slight adjustment will further mitigate the risk • Temporary external lighting has been sourced for the drive to enable Kiss and Drop to continue safely during winter months. To be installed w/c 9/11/20. • 8/3/21- External professionals are permitted to attend the setting if necessary as long as BGS guidelines and systems of control are adhered to and communicated with the person before the visit takes place • 8/3/21 - Prospective parents are encouraged to tour virtually, if this is not possible then physical tours can take place out of hours with all systems of control communicated to the visitor beforehand and during the visit. 				

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Resources		<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. • Pupils only bring essential items to school each day, e.g. medication, forest school clothes, indoor shoes. Where possible these are kept in school • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 	Y	Headmistress	Ongoing for duration of pandemic	M
PPE and face coverings		<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. • In line with current government guidance, face coverings are not required to be worn on the premises. • Face coverings are not worn in classrooms. If staff prefer to wear a visor for personal reasons, it is their responsibility to sanitize the visor and ensure it is stored securely • The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. • The school has a contingency supply of face coverings and PPE • 5/11/20 - Staff encouraged to wear face coverings and PPE at all times if they choose to and feel comfortable to do so. • 8/3/2021 In accordance with DfE Schools Coronavirus operational guidance (Feb 2021) face coverings are recommended for staff and adult visitors in situations where social distancing is not possible (for example corridors and 	Y	Headmistress	Ongoing for duration of pandemic	M

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		communal areas) Children do not need to wear face covering . This measure in place until Easter 2021 when it will be reviewed by DfE				
Mental health and wellbeing		<ul style="list-style-type: none"> • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Clinically extremely vulnerable staff and volunteers are able to return to work following the period of shielding. The Headmistress and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. • Pregnant employees are in the 'clinically vulnerable' category. A pregnancy risk assessment will be carried out, with reference to the Royal College of Obstetrics & Gynaecology guidelines • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SMT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the SMT. • The Headmistress ensures that the school can be adequately and safely staffed. • The SMT discusses the implications on staff and pupil workload when the school opens fully and puts a plan in place to minimise the risk of stress. • Pupils who are new to the school, are provided with the appropriate support. • The Headmistress and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Headmistress and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. 	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> The Headmistress and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. Staff and pupil bereavement is managed in line with the Bereavement Policy. 5/11/20 - Staff encouraged to wear face coverings and PPE at all times if they choose to and feel comfortable to do so. 5/11/20 – Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable may continue to attend the school/setting in line with current guidance. Relevant personnel have been assessed, with reasonable adjustments made and communicated as necessary. Personnel aware of open lines of communication should their personal circumstances change. 				
Attendance		<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. 	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> The school uses existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before returning to school 8/3/2021 – Attendance is mandatory from this date, unless there are medical reasons for non attendance. The Headmistress will liaise directly with families in accordance with operational guidance (Feb 2021) 				
Access to learning		<ul style="list-style-type: none"> The Headmistress and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The Headmistress and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. The Headmistress and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. PE lessons take place outside where possible and pupils are kept in consistent groups. 5/11/20 BGS has the flexibility to decide how physical education, sport and physical activity will be provided whilst following our systems of control. 	Y	Headmistress	Ongoing for duration of pandemic	M
Extra-curricular activities and		<ul style="list-style-type: none"> The SMT determines whether before- and after-school clubs can resume. A monitored reduced number of pupils per session attend before- and after-school clubs once they resume 	Y	Headmistress	Ongoing for duration of pandemic	M

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wraparound provision		<ul style="list-style-type: none"> Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible. Additional measures are implemented for music, dance, drama and sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups and increased ventilation. Where wraparound provision is provided for children are kept in consistent groups as far as possible. 5/11/20 – B & ASC will continue to operate as their primary purpose is providing registered childcare to enable parents to work, search for work, undertake training or education, or provide respite care. 8/3/2021 Normal operating hours resume 8.00am – 6.00pm. Where possible children must be booked into B/ASC to ensure staffing/ratios and Covid systems of control are adhered to Schools are permitted to keep pupils in bubbles for the majority of the classroom time, but allow mixing into wider groups for wraparound care. Social distancing will be used during wraparound care. 				
Safeguarding		<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 	Y	Headmistress	Ongoing for duration of pandemic	M
Behaviour expectations		<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	Headmistress	Ongoing for duration of pandemic	M
Catering		<ul style="list-style-type: none"> The SBM liaises with catering team to ensure the kitchens are fully open from the start of the Autumn term. Menus are adjusted as required. Pupils are served at the table by staff wearing appropriate PPE 	Y	Headmistress	Ongoing for duration of pandemic	M

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		<ul style="list-style-type: none"> • Socially distanced Staff Café in operation, staff aware of timings and food collection routines. 				
Educational visits		<ul style="list-style-type: none"> • The school is able to resume non-overnight domestic visits. • Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. • Prior to any visit, a risk assessment is undertaken by the trip lead. • 5/11/20 – Educational visits suspended during lockdown period. Not essential travel to access education. • 8/3/2021 - Educational visits are not permitted at this time due to lockdown restrictions on travel. DfE will keep this under review 	Y	Headmistress	Ongoing for duration of pandemic	M
Uniform		<ul style="list-style-type: none"> • The headmistress decides whether full school uniform is required. • Expectations of uniform are communicated to pupils and parents. At the time of opening it has been decided that children will wear school games kit. 	Y	Headmistress	Ongoing for duration of pandemic	M
Communication		<ul style="list-style-type: none"> • The school's website is kept up to date with any information regarding the school opening, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding opening the school, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via start of term meeting (SDI) about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Headmistress liaises with the governing board about possible arrangements for fully opening the school, where necessary. • Pupils are informed via letter about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered. 	Y	Headmistress	Ongoing for duration of pandemic	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SBM communicates with suppliers and contractors regarding fully opening the school and reinstating or suspending the supply of any required goods or services. The Headmistress informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 				
Additional protective measures for early years settings only Protective measures in early years settings		<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Mixing is minimised through a number of measures, including using different rooms for different age groups and keeping these groups apart as much as possible. Where possible Parents are encouraged to limit the number of settings their child attends, it is understood though that this may not be possible Social distancing between groups of children and staff is implemented as far as possible. The use of communal spaces is managed to limit the level of mixing between groups. The use of private outdoor space is maximised to ensure social distancing measures can be adhered to. Children are taken to outdoor public spaces, e.g. parks, in small groups, following the completion of a risk assessment that demonstrates they can stay at least two metres from people outside of their group at all times. This is done in line with wider government guidelines on the number of people who can meet in outdoor public places. WEF 5/11/20 – No longer applicable Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. An enhanced cleaning schedule is put in place. Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the COSHH requirements All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. 	Y	Headmistress	Ongoing for duration of pandemic	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Clear procedures are put in places to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • During half term, the EYFS Dept and resources was deep cleaned, with rooms left unused. • WEF 5/1120 – Visitors to BGS are restricted during lockdown period to those that are absolutely essential. Parent and carer visits for new admissions, settling-in children new to the setting or attending organised performances are suspended • 8/3/21- External professionals are permitted to attend the setting if necessary as long as BGS guidelines and systems of control are adhered to and communicated with the person before the visit takes place • 8/3/21 – Malleable materials (messy play) can be used as long as this has been risk assessed and systems of control are followed. • 8/3/21 - Prospective parents are encouraged to tour virtually, if this is not possible then physical tours can take place out of hours with all systems of control communicated to the visitor beforehand and during the visit. • 8/3/21 – Settle visits are permitted, face covering to be worn, visit not to exceed 1 hour and system of controls communicated before and during the visit 				
Contingency planning		<ul style="list-style-type: none"> • The school has a Coronavirus (COVID-19): Contingency Plan that can be implemented if a local outbreak of coronavirus occurs. This will be reviewed as necessary depending upon local, regional and national guidance. 	Y	Headmistress	Ongoing for duration of pandemic	M