

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

|                                |                               |                           |                                      |
|--------------------------------|-------------------------------|---------------------------|--------------------------------------|
| <b>School</b>                  | Dale House Independent School | <b>Date of Assessment</b> | Revised 4 <sup>th</sup> January 2021 |
| <b>Assessment Completed by</b> | SMG Fletcher – Headmistress   |                           |                                      |

**Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

| Ref | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information  |
|-----|--|-------------------------------------|--------------------------|--------------------------|--|
| 01  | All <u>Clinically Extremely Vulnerable</u> employees are required to self-isolate and must not attend school/ setting no earlier <b>than 22<sup>nd</sup> February 2021</b> .   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact has been made with all employees who fall under this category. Arrangements to work from home have been made until August 1 <sup>st</sup> 2020. Individual risk assessment to be completed before return to work September 2020. Some people on this list will remain under the care of their doctor or specialist and may be advised not to return to work. We will assess how many staff remain in this much smaller group and what the impact on the workforce will be. Decide how these staff will be deployed if they return to work. Short or long-term supply may have to be considered for those who are unable to return. |
| 02  | All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible until <b>22<sup>nd</sup> February 2021</b> , if they do attend work prior to this date, then stringent social distancing measures must be adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All employees who fall within this category have been identified. Arrangements to work from home have been made <b>until 22<sup>nd</sup> February 2021</b> . All employees working from home have all the necessary resources to fulfil their role   |
| 03  | All Clinically Vulnerable employees are required to take extra care in observing social distancing. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A comprehensive plan has been circulated to staff members, outlining all the protective measures in place and the expectations from staff. All staff members have had the opportunity to inform the Senior Leadership Team about their health position in the return to the workplace. Guidance recommends employees can continue to work.   |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

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| 03a | Employees who are pregnant.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.  |
| 04  | All employees, themselves or persons within their household, who have COVID-19 symptoms, should self isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Expectations of staff has been circulated. Links have been shared to the government's website: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>   |
| 05  | We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Line managers touch base weekly at an agreed time  |
| 06  | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff are provided with the equipment needed to carry out reasonable duties from home.   |
| 07  | Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All designated safeguarding leads have additional non-contact time to fulfil management roles; which includes child protection and safeguarding duties. This will continue in September 2020.  |
| 08  | All teachers and staff can operate across year groups to facilitate the delivery of the school timetable.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff members who work across the school need to keep a distance of at least 1m from the pupils when carrying out whole class and 1:1 work. 1:1 support should not work in close proximity with a child for more than 15 minutes when physical distance is not possible.   |
| 09  | Supply teachers, peripatetic teachers, ITT Trainees and other temporary staff can move between schools.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All adults who provide a service must complete and sign our visitors form and adhere to the physical distancing and hygiene measures in place at school; including minimising contact and maintaining distance from other staff. Will work with ITT Partner to devise a safe working plan for the trainee. Support from external mentor will be remote. ITT partner will identify and comply with legislation. School will work with external coaches for curricular activities where it is safe to do so. All children should be encouraged to distance while carrying out physical activity. |
| 10  | Consider the arrangements that might be put into place for staff wellbeing and to ensure workload is manageable in light of the school's recovery plan.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff wellbeing package offers personalised support for staff members. <b>January</b> inset day – time allocated for all staff to discuss risk assessment, policy, and procedures. Staff all issued with PPE. Staff meetings to be conducted in smaller teams as and when  |

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|    |   |                                     |                          |                          | <p>essential.<br/>Teachers to leave by 5:30pm each evening.<br/>Back to work catch-up session for those staff who have been away from school for a significant time. For those staff members who have been away from school for a significant time will be assigned a 'buddy' from the wellbeing team to support them in their return to work.<br/>PPA provided 3.30-5.30 daily.</p>   |
| 11 | Consider arrangements and impact of staff who go abroad out of term time and must self-isolate upon return for 14 days. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>We recognise that staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils to return from the start of the autumn term. Many staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. See the latest guidance on quarantine.<br/>All staff have been informed that they will need to be available to work From 4<sup>th</sup> January 2021.<br/>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.<br/>Where staff have booked a holiday abroad after January 2021; for those staff members returning who have to quarantine will have to take unpaid leave for these days.</p> |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

**Pupils and Parents/Carers**

| Ref | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information   |
|-----|---|-------------------------------------|--------------------------|--------------------------|---|
| 12  | All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting earlier than <b>22<sup>nd</sup> February 2021</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information shared with parents/carers. Children, that the school are aware of, who fall within this category are advised not to return to school before <b>22<sup>nd</sup> February 2021</b> .         |
| 13  | All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advised parents/carers that children living with someone clinically extremely vulnerable should stay at home and not return without a consultant's advice before <b>22<sup>nd</sup> February 2021</b> . |
| 14  | All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 15  | All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative, they can return to their school/setting.             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative, they can return to their school/setting.     |
| 16  | We provide on-line/distance learning for all pupils who are not in school/ setting or provide work packs.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Home-learning plans continue for children not returning to school.  |
| 17  | All pupils in school/setting are required to be in one class group of approx. 15. Ratios: 1:13 EYFS, approx. 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nursery class bubbles will not exceed 20 with one teacher and one teaching assistant. Primary bubbles will be approx. 25 with one teacher or a TA under the direction of a teacher.                     |
| 18  | Ensure appropriate support and arrangements are in place for pupils with EHC plans  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Weekly contact with SENDCo prior to return. Resources signposted on our website to support transition back to school. Social stories will support children on return where necessary.                   |
| 19  | Pupils will stay with their class group bubble throughout the school day to receive a broad and balanced curriculum.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consistent bubbles reduce the risk of transmission by limiting the number of pupils in contact with another group. Teaching staff and support staff will largely stay with their class group.           |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

|     |   |                                     |                          |                          |   |
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| 20  | Pupils will only mix with other class groups in bubbles to access specialist teaching or wraparound care.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Super Bubbles' will be created to allow children to access wraparound care. These bubbles will remain consistent. The super bubble organisation is as follows:</p> <p>Super Bubble A: EYFS (Nursery and Prep)<br/>           Super Bubble B: Year 1, Year 2 and Transition<br/>           Super Bubble C: Year 3, Year 4, Year 5 and Year 6.<br/>           All super bubbles will have consistent staff member.<br/>           We will advise parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of setting activities for their children, we will encourage them to assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p> |
| 21  | Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families ahead of the new school year.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Parents/Carers 'Important Information for September 2020' will be communicated ahead of the end of the academic year 2019/20. Parents made aware that all pupils must attend school. Identify pupils who are reluctant or anxious to return and make contact. Support families to secure pupil's regular attendance.</p> <p>Continue to work with other professionals as appropriate to support the return of pupils to school, including notifying a child's social worker of non-attendance.</p>   |
| 22  | Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health, Every Mind Matters and advice for groups with specific mental health needs) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Bereavement Policy in place. Mental Health and Wellbeing support signposted on the school website. Well-being questionnaire to be completed by children on transitions days ahead of September. (send home to those who did not attend).</p>   |
| 22a | Managing adverse experiences and/or lack of routine and classroom discipline, resulting in poor behaviour   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Behaviour policy will be reviewed and updated with any new rules or expectations and will be uploaded onto our website. We will build new expectations into our rewards system. We have a consistent approach for setting clear, reasonable, and proportionate expectations of pupil behaviour. We will review the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules.</p>   |

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**Our School Site**

| Capacity & Access |   |                                     |                          |                          |  |
|-------------------|---|-------------------------------------|--------------------------|--------------------------|--|
| Ref               | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information  |
| 23                | Designated Entrance and Exit Points to the Building (for each group of pupils).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each year group has been assigned a drop-off and collection point and an allocated time.<br>All year groups have a designated door to enter and exit the building  |
| 24                | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each bubble returning has an external entrance and exit point.   |
| 25                | Continue with drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Social distancing signs are present and a one-way system in place and clearly labelled.  |
| 26                | Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc)                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No unauthorised persons allowed past the school doors. All authorised visitors to follow hygiene and protective measures procedures.<br>Only under exceptional circumstances, under the discretion of the headteacher, will meetings with a parents/carer and staff member take place face-to-face. All communication will take place via email and telephone.<br>Non-confidential, short exchanges of information may take place at the school during drop-off and collection |
| 27                | Continue to stagger drop off and collection times, lunch and break times for each cohort/group.                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Each bubble has an allocated break and lunchtime. Each bubble has a designated midday supervisor who will continue to supervise the bubble for the duration under these protective measures. Each bubble has a large designated area to play.  |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

| Physical / Social Distancing in the Building |  |                                     |                          |                          |   |
|--|--|-------------------------------------|--------------------------|--------------------------|---|
| Ref  | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information   |
| 28   | Classrooms organised maintaining space between seats/ desks where possible.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Desks will all face the front with some spacing between each desk.  |
| 29   | Social distancing message is re-enforced to pupils at regular intervals.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PowerPoint created for children to be shared upon their return and posters displayed around the classrooms and building. Stories shared with the younger children to help them to understand.   |
| 30   | Outside space is used wherever possible for learning.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We have a large outdoor area for learning, exploring and playing.   |
| 31   | Reduced movement around school- ensure group/cohort move around school together and limit contact with other groups/ cohorts within the school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | “Movement and Interaction Expectations” have been sent to all staff. Expectations are shared with the children. SLT are available to monitor movement around the school building. Children are not allowed to leave their classrooms unless necessary for example; to use the toilet or to collect lunch etc and only with the permission of their class teacher. |
| 32   | Communal spaces such as dining room or assembly hall to be used at reduced capacity  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 33   | Review the approach to physical activity within the school day   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used; maximising distancing between pupils and paying attention to cleaning and hygiene. Contact sports will not take place.                    |
| 34   | Review your before and after-school provision and plan whether/ how to restart these in the autumn term.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan produced to work alongside the school’s wider protective measures to run breakfast, afterschool and holiday club provision. The creation of ‘super bubbles’, allows for mixed age group bubbles with a cluster of year groups together. Super bubbles remain consistent. Each bubble will not exceed 15.   |
| 35   | Stagger the use and limit the occupancy of staff room and offices by employees.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum of 6 members of staff allowed in the staffroom at any one given time. Space provided for six staff members to sit 1+ metres apart.  |
| 36   | Kitchen staff to maintain social distancing of 1 metres+ in the kitchen where possible.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum of 2 members of the kitchen staff to work at any one given time to allow 1m+ social distancing while they work.   |
| 37   | Use of small meeting rooms and confined areas by more than one person prohibited.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

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| 38 | Non-essential repair / contracted works in buildings to be carried outside school hours | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No non-essential contractors to work on site during the school day |
|----|---|-------------------------------------|--------------------------|--------------------------|--|

**Infection Control, Cleaning and Hygiene Arrangements**

| Ref | Control Measure   | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information  |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 39  | Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance<br>The symptoms are as follows:<br><ul style="list-style-type: none"> <li>• Continuous cough</li> <li>• High temperature</li> <li>• A loss in change of taste or smell</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff and parents have been provided with the guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home">https://www.gov.uk/government/publications/covid-19-stay-at-home</a> guidance<br>Staff members and children from the age of 5 are entitled to a COVID-19 test and the school encourages they book this immediately and inform the SLT of their results as soon as possible.  |
| 40  | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff are aware of the procedures if they experience symptoms on site. Staff members are entitled to a COVID-19 test and the school encourages they book this immediately and inform the SLT of their results as soon as possible.   |
| 41  | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guidance has been issued to staff on the procedures to take if a child shows symptoms of COVID-19. Basic PPE is available: disposable face mask, apron, gloves and protective eye wear. We have assigned a designated room for children to wait for collection. They will wait here with a staff member at a 2m distance. The room will then be thoroughly cleaned once the child is collected. The member of staff should follow good hand-hygiene practices and dispose of PPE in the yellow bags available in school. |
| 42  | Procedures following a test for COVID-19  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Negative Result: If they feel well and no longer have symptoms similar to COVID-19 they can stop isolating and others in their household can stop isolating.<br>Positive Result: Staff or parent must inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original   |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

|     |   |                                     |                          |                          |  |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
|     |   |                                     |                          |                          | 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for household   |
| 42a | The management of a confirmed COVID-19 at school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>An SLT member will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with us in this situation to guide us through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>• proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>If the school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to work with our local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils must self-isolate at home as a precautionary measure - perhaps the whole site or year group. If we are implementing controls addressing the risks, they have identified and therefore reducing transmission risks, whole setting closure based on cases within school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in</p> |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

|     |   |                                     |                          |                          |  |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
|     |   |                                     |                          |                          | school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. For individuals or groups of self-isolating pupils, remote education plans will be in place   |
| 42b | <p>Managing Localised Lockdown.</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide on which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. We will provide more information on this process in due course.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Immediate remote education will be put into place. Our remote plans support the logistical challenges of remote provision, for example where large numbers of pupils are required to remain at home. We recognise that some pupils with SEND may not be able to access remote education without adult support; we will work with families to deliver a broad and ambitious curriculum.</p> <p>We will use curriculum sequenced plans as we have done from March – July 2020, that allows access to high quality online and offline resources and support videos from providers such as The National Oak Academy, linked to our curriculum expectations. We will continue to: -</p> <ul style="list-style-type: none"> <li>• give access to high quality remote education resources</li> <li>• provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</li> </ul> <p>Communication will continue via email, Parentmail, Facebook and the school website and parents who wish to contact school during closure use <a href="mailto:dalehouse2017@gmail.com">dalehouse2017@gmail.com</a></p> |
| 43  | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sinks are in each classroom. Where there are two small bubbles in large shared spaces, separate washing facilities are provided. This is a water dispenser, bowl, hand-pump soap, paper towels and a bin.  |
| 44  | Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soft furnishings have been stored away; such as rugs, cushions, soft toys and other resources that are hard to clean. Resources for each bubble have been carefully considered and equipment available is easily cleaned. Equipment/resources will not be shared between bubbles.  |
| 45  | Sharing of pencils/pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All children have their own stationery. Each child has a tray or their own plastic basket to keep their items in.  |
| 46  | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning equipment is available in all communal staff spaces. Shared equipment to stay in designate place and not moved around the school to different locations.  |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

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|----|--|-------------------------------------|--------------------------|--------------------------|--|
| 47 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tissues available in each room and staff are know where to replenish these if necessary. All children have their own gel and box of tissues on their table or desk.  |
| 48 | Additional lidded bins and increased emptying / replacement are provided / in-place.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All classrooms have bins and will be emptied and replaced at lunchtime. Site team will carry out additional checks in the day and empty if necessary.  |
| 49 | All working areas within the building should be well ventilated (Windows and Doors open) where safe and appropriate to do so.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows and doors will be open where it is safe to do so.  |
| 50 | Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team and SLT will carry out regular cleaning duties to ensure touch points are frequently cleaned.<br>Cleaning equipment is provided in staff areas to allow individuals to wipe areas/equipment before and after use |
| 51 | If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen/ canteen/ staff room areas.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff members have been asked to use their own mugs.   |
| 52 | Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff members have been asked to use their own mugs.   |
| 53 | Employees to store, where possible, coats, bags and nonwork essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff to keep personal belongings such as coats and bags in their classroom/office. Items of value to stay with members of staff and kept on the back of their chair whilst in the staffroom.                              |
| 54 | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

|    |   |                                     |                          |                          |   |
|----|---|-------------------------------------|--------------------------|--------------------------|---|
| 55 | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gloves are available for single use activities, such as accepting and opening post. Gloves must be disposed of in the yellow bags after each activity. The same pair of gloves cannot be worn for more than one use. If staff members do not wish to wear gloves, hand sanitiser or hand washing with soap is acceptable  |
| 56 | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team will regular spot check supplies in the toilets and in the classroom during break, lunch periods and other times when the children are outside. Each bubble has a basket of cleaning supplies which will be topped up at the end of each day. Staff are aware of the location of additional supplies if they need to replenish.   |
| 57 | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All visitors complete a COVID-19 Protective Measures Form before entering the building and conducting duties on site. Visitors are only allowed on site for essential reasons only and this must be agreed in advance with a member of the SLT.   |
| 58 | Consideration for Educational Visits Off-site   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We will not attend any domestic (UK) overnight and overseas educational visits in the Autumn Term. See coronavirus: travel guidance for education settings. We will not plan for other visits that are outside of our local area. We may make use of outdoor spaces in our local area to support delivery of the curriculum. As normal, we will undertake full and thorough risk assessments in relation to all educational visit to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. We will consult the health and safety on educational visits guidance when considering visits before any plans are made. |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

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**Key Roles and Responsibilities**

| Ref | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information   |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 59  | Sufficient staffing / resources are in place to maintain the security of the building and its occupants.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team to maintain building security and SLT have key-holdings in the case of an absence or emergency. We have systems in place to directly alert the Police and our alarm system continues to be monitored by a third party, who are operational throughout the pandemic. |
| 60  | Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team is onsite for the duration of the day, with support from non-teaching SLT, consumables will be replenished. Cleaning duties begin after the children have left the building at the end of the day.  |
| 61  | Sufficient numbers of trained staff are in place to provide Emergency First Aid.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ALL staff are first aid trained, more than ¾ of school staff hold a valid Paediatric First Aid Certificate  |
| 62  | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team is on site for the duration of the day including 3 members of the Senior Leadership Team, who are able to co-ordinate an evacuation in the event of an emergency. All members of staff have received a copy of the school's procedures for evacuation and lockdown. |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

| Statutory Premises Compliance and Maintenance |  |                                     |                          |                          |  |               |
|---|--|-------------------------------------|--------------------------|--------------------------|--|---------------|
| Ref   | Control Measure  | Yes                                 | No                       | N/A                      | Actions Taken<br>Details/ Further Information  |               |
|   | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team will continue responsibility for PPM and inform the SLT of any planned work or visitors due on-site in relation to this. |               |
|   | Defect Reporting arrangements are in place.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site team will continue responsibility   |               |
| Approved by Head Teacher                      |  |                                     |                          |                          | Date of Approval   |               |
| Date Provided to Foundation Committee         |  |                                     |                          |                          | Date of Review   |               |
| Date shared with Parents/ Guardians           |  |                                     |                          |                          | Date shared with LA  | Not Required. |

Dale House Independent School  
Risk Assessment for Full Reopening of Schools: January 2021

**January 2021**

- Staff reminded that they need to take responsibility for themselves and respect others.
- 2 metre rule still applies (both pupils and staff).
- Only 3 staff members to be in the staffroom at any one time. Please use Late room for breaks if staffroom is full.
- Staff are advised to wear a face mask in the staffroom.
- Staff are advised to wear a face mask when moving around school.
- Staff are advised to wear a face mask at the main school door when pupils enter/leave the building or to greet any visitors to school.
- Ventilation – please keep classrooms well ventilated, Children can wear school fleeces/coats if necessary.
- Children to use own equipment – MUST NOT share with others.
- Anything brought into school from home must be wiped down the the anti-viral wipes provided.
- ALL staff should have a supply of gloves, wipes, masks, aprons – please see main school office for any further supplies.
- The new strain is extremely contagious and we all must work together to provide a safe environment for both staff and pupils.