

COVID-19: Checklist & risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	15 th May 2020	Approved on	15 th May 2020
Last updated	15 th May 2020	Last updated by	HSU/TH
Review date	1 st June 2020		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 2: H&S Checklist

Conducted by: **Elaine Williams and Mandy Jones**

Date: **20th May 2020**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the School Premise Logbook or equivalent)	X			As per usual schedule, all checks are in place and logged in. Paperwork put in School Premise Logbook by Site Management	Site Manager to report any issues to SBM/HT as per normal procedures	
Are there sufficient numbers of staff available in safety critical roles? (e.g. fire marshals, first aid personnel etc)	X			Staff roles are covered- We have several First Aiders and DSLs		
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	X			Fire drill will take place during the first week of opening to more children. Social distancing will be applied alongside normal safe evacuation procedures.		
Social distancing issues						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have small class groups been organised as per Government guidance?	X			All classrooms have a maximum of 10 possible spaces. Excess furniture has been removed where possible and practical. Desks have space around so that a child can easily locate their space. Each room has space for the teacher to be at the front and still socially distant from the children.	Final checks were made Friday 29 th and spaces allocated to groups	SLT
Have classrooms and other learning environments been organised to allow for social distancing?	x			All classrooms have a maximum of 10 possible spaces. Excess furniture has been removed where possible and practical. Desks have space around so that a child can easily locate their space. Each room has space for the teacher to be at the front and still socially distant from the children.		SLT
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	X			Staggered timetable for outdoor use in place. This will be monitored and reviewed weekly.		SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc)	X			Most of the time will be spent in the classroom in order to reduce movement lunches will take place in the classroom, there will be no visits to the library, children will not go on errands, children will not go down the corridors to change books.	All staff clear about new expectations through staff briefings and updates.	EW
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	X			Signage created for use around the school. Staff updates and teaching / modelling to the children to reinforce this		All staff
Have assembly groups been staggered?			X	Assembly will not take place as this will involve a large group gathering which goes against social distancing		
Have break times (including lunch) been staggered?	X			Time outside is staggered and children have supervised activity within an allocated zone. Lunches eaten within the classrooms.	Daily monitoring and review	SLT
Have drop off and collection times been staggered?	X			Times are staggered. In and out gates to the playground to reduce the risk of adults crossing	Daily monitoring and review	SLT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	X			Parents not permitted inside the school building at either end of the school day. Only one adult to bring/collect the children from school. Socially distant pick up/drop off procedures	Daily monitoring	SLT
Have all unnecessary items been removed from classrooms and stored elsewhere?	X			Excess furniture stored in Castle Hall or celebration hall dependant on the location of the classroom. Furniture has been labelled so that it can be out pack into the correct location at a later date.		
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	X			Staff that are 'extremely critically vulnerable' are not on site. Parents and children who fall into this category have been advised to stay safe at home. Vulnerable staff have discussed their situation with the HT and stringent social distancing will be applied where this is necessary	Check ins with HT for relevant members of staff	EW fortnightly

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all soft furnishing/toys etc that are hard to clean been removed?	X			Staff have been timetabled on a rota for general school preparation. The checklist has included removing soft furnishings and toys etc		SLT to continue to monitor as an ongoing process
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	X			Carried out week beginning 25 th May when all cleaning staff are in	Closed to all pupils 29 th to ensure final checks in a child free building	SLT
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	X			Site Management staff to walk round school cleaning hands and push bars. Cleaners clean desks, contact points when they are on duty either in the morning or at night. Cleaning materials available in rooms to wipe shared items eg laptops		
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	X			Spray cleaning solution will be available in all rooms. Good stock of wipes and various cleaning products in school. Pens, pencils and paint brushes will not be shared. Children have their own tray of individual resources	SBM to reorder products before they get too low so that good stock is always in place	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	X			<p>We have plenty of liquid soap, hand sanitiser and alcohol gels</p> <p>Large bottles in school. Staff can refill small empty personal bottles for use in school</p>		
Is there a ready supply of tissues for pupils and adults?	X			<p>Tissues in each room used with children and adults.</p> <p>Good stock in school</p>		
Is contaminated waste disposed of regularly and appropriately?	X			<p>Bins will only be emptied once a day.</p> <p>Should there be vomit or blood then the Site Management will be called and they will double bag it and dispose of it appropriately. Site management and cleaning staff have access to appropriate PPE</p>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	X			<p>We have two rooms. One in the annexe which is another building which will largely house Key Worker and vulnerable children.</p> <p>The other in the main school near Nursery.</p> <p>Both rooms have a door which can be closed but enables visibility. They also have windows which can be opened for ventilation and a sink.</p> <p>PPE is located within each room. Hand gel and soap also to be within each room</p> <p>Instructions for donning and doffing PPE in each room.</p> <p>Staff have received training and guidance on infection control and safe donning and doffing of PPE</p>		<p>SLT and SBM</p> <p>SBM</p>
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?	X			Parents received information about the protocol and arrangements		HT

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	x			Parents informed about not using public transport unless it's for essential use.		HT
Are parents clear 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)?	x			Information in letter Signs produced for playgrounds, parent notice board and school office.		HT SLT
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	X			Information shared in letter to parents Shared on website.		HT
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	X			Staff provided with updates as relevant throughout the process. They will be briefed by email and video meetings as appropriate		HT

Part 2:

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Pennyhill Primary School

Assessment Date: **21st May 2020**

Name of Assessor(s): **Elaine Williams and Mandy Jones**

Assessment Ref No:

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been "mothballed" during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. 	<ul style="list-style-type: none"> All staff to do visual checks on electrical equipment before use Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. <p>Refer to <u>Premise Management SSG</u> and <u>School Premise Logbook</u> for further guidance.</p>	Site Management	2	4	8	
Lack of persons in safety critical roles (e.g. first aiders, fire	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. 	<ul style="list-style-type: none"> Fire drill practiced a few days after a new wider opening group is introduced to the school setting to ensure school can be evacuated safely 	HT – 1 st week of June.	1	5	5	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
marshals, etc) due to self-isolation and/or shielding.	cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. Paediatric First Aider on site if absent all staff in Sunny Skies have this training and a number of staff are also general First Aid trained 	<p>(considering social distancing at assembly point) with new working arrangements.</p> <ul style="list-style-type: none"> If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained. <p>Refer to <u>Fire Safety SSG</u> & <u>First Aid SSG</u> for further guidance</p>	SLT – as and when need arises				
Unable to meet social distancing rules and the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers. Drop-off/collection zones have been clearly defined with signs and ground marked with spots to encourage social distancing. Separate entrance and exit routes are in place. Connor Road= exit; Willett Road = entry 	<ul style="list-style-type: none"> Message sent to parents prior to school opening that outlines the new regime and importance of them sticking to the protocols. Share procedures with staff on 1st June. Ensure everyone has the same shared understanding 	HT – prior to 2 nd June School staff – daily reminders and reinforcement	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Smaller class sizes, re-arranged furniture, not face to face seating arrangements, and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. • Keep to the left system in place around the school to minimise close contact between adults and pupils. • Children are briefed on expectations around social distancing and how this will be implemented within their first hour of being on site • Children not permitted to go on errands around the school • Spots and/or tape has been used in key areas of the school 	<ul style="list-style-type: none"> • Good hygiene and hand washing procedures for children and staff • Hands to be washed regularly throughout the day • Each classroom has spray bottle of cleaner which can be used to disinfect tables and handles throughout the day when the children have left the room • Each classroom has wipes which can be used as necessary when the children are in the classroom and there is indication that a surface needs cleaning, eg due to sneezing /coughing • Lidded bins in classrooms for catch it, kill it , bin it • Each classroom has a stock of tissues 					

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>to show “social distancing” lengths and no access areas.</p> <ul style="list-style-type: none"> • Playground has been marked to encourage social distancing. • Outdoor gym and play equipment is not in use to the children • Parents/carers can only visit the school by appointment. • Social distancing applies to toilets, stairwells, storage rooms, resource rooms and staff rooms etc • Communicate new ways of working to all staff, through posters, briefings etc. • Children will have their lunches in classrooms in order to reduce mixing of groups 						
Lack of hand and respiratory hygiene	As above	<ul style="list-style-type: none"> • All staff and pupils made aware of the “catch it, bin it, kill 	<ul style="list-style-type: none"> • Daily teaching by teachers to remind pupils of the 	HT – Daily	2	4	8	

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practices and/or facilities		<p>it" protocol via signage posters around the school.</p> <ul style="list-style-type: none"> All toilets and hand washing stations have liquid/foam soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Use of learning resources to promote and teach pupils the importance of good hygiene practices. Reception area has Perspex screen/barrier. Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc) Supply of detergent and/or antibacterial wipes available for adults to clean any areas/equipment they 	<p>importance of good hygiene practices.</p> <ul style="list-style-type: none"> Regular checks made to ensure there is sufficient stock of soap. Children and staff to use allocated toilets Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. Cleaning staff to wear PPE as directed for cleaning Staff to wash own crockery/cutlery straight after use or place in the dishwasher Staff to wipe down shared resources, eg kettle/microwave after using <p>Refer to Government guidance on <u>Health protection in schools and</u></p>	Caretaker / Premise Manager				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<p>occupy/use before and after each use.</p> <ul style="list-style-type: none"> • Staff to ensure that all cleaning products kept out of the reach of children • Provide wipes for cleaning shared equipment after each use (printers, laptops staff room equipment - kettles, toasters etc) • Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. • Reduced numbers of staff in the staffroom. This has a maximum capacity which cannot be exceeded and various breakout zones have been provided for staff across the school to reduce the pressure on the staff room 	<p><u>other childcare facilities</u> for further information.</p>					

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New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> • Keep in touch (KIT) meetings regularly organised to ensure staff are supported. • Managers to ensure employees are aware of the following advice: • Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. • Changes in new school protocols explained to children and individual support made available when/if needed. • Arrangements in place for employees to access a confidential counselling service. • Schools stress risk assessment has been reviewed regularly throughout the pandemic. • Staff to receive updates and advice in relation to mental 	<ul style="list-style-type: none"> • Refer to <u>Stress SSG</u> for more information. 	HT and SLT	3	4	12	

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		health and well-being (useful websites, tips for improvement)						
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> • Safety of the injured/affected to be prioritised during incidents • 2m social distancing is not required when attending to emergency situations • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). • PPE must be used by First Aiders before treating injury IF it is not detrimental to the health of the injured person in doing so 			3	4	12	
Child, young person or other learner becomes unwell with symptoms of	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs 	<ul style="list-style-type: none"> • Guidance provided to staff on safe use of PPE 		3	4	12	

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coronavirus and requires personal care.		<p>direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained.</p> <ul style="list-style-type: none"> If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn PPE is needed and provided for cleaners 						
Maintaining social distance from adults at work	All staff	<ul style="list-style-type: none"> Members of staff should only work within their allocated school zone as set out by the 	<ul style="list-style-type: none"> Zones and information to be shared with staff 		3	4	12	

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		<p>HT, this will reduce contact with large numbers of people</p> <ul style="list-style-type: none"> Only two members of staff in the school office at any one time. Should you need to speak to a member of the office staff use the phone, Microsoft Teams, or maintain social distance outside of the office Parents are asked to phone/email wherever possible, where this is not possible 1 parent permitted to the hatch at any one time. The office hatch has also been fitted with a shield for further protection Allocated members of staff can use the resource room maximum capacity is in place Staffroom reorganised to manage social distancing and soft furnishings removed and replaced with furniture which 	<ul style="list-style-type: none"> Social distance space to be marked outside the school office 	<p>Site Manager /SBM</p> <p>HT/SBM to monitor</p>				

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		<p>can be easily cleaned at the end of each day</p> <ul style="list-style-type: none"> • Staff break out zones created across the school. This will reduce the numbers of staff in the staffroom and also minimise the opportunities for staff in different groups to meet • Staff to have weekly reminders and updates about the importance of social distancing between adults and remaining within your specified zone • All staff will be provided with washable face masks (and their own wash bag) staff may use these at their discretion if they feel social distancing might be compromised 	Parents to be made aware that staff might choose to wear face mask. Parents asked to prepare their children for this.					
Unable to meet social distancing rules and the virus is	Staff who are extremely clinically vulnerable	<ul style="list-style-type: none"> • Staff who have received medical notification that they are extremely, clinically vulnerable are not requested to be on site ‘ 	•	HT	4	4	16	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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transmitted from person to person		<ul style="list-style-type: none"> Staff who live in a household with someone who is extremely, clinically vulnerable are not requested to be on site 						
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Staff over 60</p> <p><i>Public Health England new advice is that it might be better if staff over 60 are not working directly with children at this moment in time if they have underlying health conditions. It is not a direct instruction that schools have to adhere as the government threshold is 70 years</i></p>	<ul style="list-style-type: none"> Each member of staff will be risk assessed taking into account their age and their current role in school. Consideration will be given to roles which these members of staff are undertaking Staff will be reminded about stringent social distancing Where appropriate, additional measures will be implemented (eg working in isolation) If LA /DFE/Public Health guidance demands that these members of staff MUST be off site, then this will be adhered to 			3	4	12	
Unable to meet social	BAME staff	<ul style="list-style-type: none"> Consideration will be given to role/tasks which these 			3	4	12	

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distancing rules and the virus is transmitted from person to person	<i>Public Health England have stated that scientific evidence shows that certain groups of BAME individuals are more likely to have serious consequences as a result of contracting the virus, this varies with each ethnic group. Reasons for this have not been established or conclusive but black people over 50 with underlying health issues might be more vulnerable</i>	members of staff are undertaking <ul style="list-style-type: none"> • Staff will be reminded about stringent social distancing • If LA /DFE/Public Health guidance demands that these members of staff MUST be off site, then this will be adhered to • 						
		•	•					
		•	•					
		•	•					

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
2 nd June 2020	Elaine Williams	1 st and 2 nd June open to critical workers and vulnerable children only. Control measures in place appear to be working although it is accepted that robust evidence cannot be gathered. We currently have the space and the staff to accommodate Reception children so these will be introduced from 3 rd June 2020. We have 15 requests for Reception only places so these will be introduced in two 'bubbles'