Coronavirus (COVID-19): Risk Assessment Action Plan for schools opening from September 2020

COTWALL END PRIMARY SCHOOL

Assessment conducted by: Kieron Underhill	Job title: School Business and Extended Services Manager	Covered by this assessment: Managing risks to safety and well-being of staff, pupils, and site users for a full re-opening of school on September 1st 2020 and into autumn term
Date of assessment: 26th August 2020	Date of next review: 2nd November 2020	

August 2020

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).

- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, https://www.gov.uk/government/latest?departments%5B%5D=department-for-education,

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting**. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	M	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community. *School signs up to the information update services through both DFE and at a local level through Revolution For Schools (Dudley). Any information is cascaded to the relevant person by SLT*	**L**	**L**	**Business Manager**	**Ongoing**	**Headteacher**
Poor communication with parents and other stakeholders	M	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems *This is done on an ongoing basis* • Headteacher to share risk assessment with all staff *This was covered at briefing sessions and on INSET days at start of term, to be reviewed and shared with staff on an ongoing basis*	**L**	**L**	**School Business Manager**	**Ongoing**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Parents notified of risk assessment plan and shared with parents via website. *Shared on Website w/c 24 August, updates to be notified* As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	H	• School leaders will ensure that all policies impacted on by coronavirus controls are updated *updated poilicies from Jun 1st are still relevant. Any changes will be notified to governors and staff when they occur.* • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures - *Any relevant amendments are being shared with staff during August Briefing Updates and INSET days in September, to be done through briefing going forward*	**L**	**L**	**Headteacher /Business Manager**	**September 15th**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - *Staff have been issued with updates* • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. *Staff have been reminded of the infection control policy requirements during June, and on INSET day Sep 1st, to be reviewed regularly* Staff are made aware of the school's infection control procedures in relation to coronavirus via email *Staff have been reminded of the infection control policy requirements during June, and on INSET day Sep 1st, to be reviewed regularly going forward* • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social					

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		media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus *Reminder letter sent out to parents and carers Tuesday 14th July; further updates have been sent out w/c 24 August. To be sent out again wc 14th September* • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. *This is being carried out first week back as part of initial lessons with year groups and Is to continue* • Daily electronic briefing issued to staff. *Updates are issued to staff on an as and when basis, however weekly briefings are issued via email in the usual manner* As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice in school - **general**	M	• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) *Posters and signage refreshed over the summer holidays to ensure that awareness continues to be spread. Effort to avoid complacency in early part of autumn term.* • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds *Guidance says soap and water or sanitiser. All sinks in classrooms furnished with soap. Additionally, foot operated hand sanitiser stations are situated in all classroom.s* • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. *Teachers to incorporate this into their daily activities* • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school	**L**	**L**	**School Business Manager**	**OIctober 15th for updates**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		reception area, dining hall, classrooms and other key locations for staff, pupils and visitors *This continues to be provided, stock levels being replenished as and when* • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance *Policy to be circulated again to staff, reminders issued INSET days* • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas *Stock levels constantly monitored and to be maintained at existing high levels in case of supply chain issues in future* • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas *Teachers and midday supervisors to monitor- card system being used and rotas.* • Pupils and staff do not share cutlery, cups or food. *Staff and pupils to be reminded -* ***All staff to continue to have regard for their own cups and utensils and ensure they are placed in the dishwasher, washing hands after use.***					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• All utensils are thoroughly cleaned before and after use ***Staff to ensure that they are following this – part of hygiene training*** • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day *duty cleaning to continue* and paper/hand towels are refilled regularly *stock levels being maintained.* • ***Updated 15th October – all staff to wear face coverings in communal areas, including staff rooms, briefing, copier rooms, shared areas*** • ***Updated 15th October – stringent visitor controls, no general public allowed in building without prior approval of the headteacher.*** As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – school entrance**	M	• Clear signage in place regarding social distancing *focus on adult areas as per guidance issued to schools* • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors ***office staff to ensure screen remains as closed as possible when dealing with queries.***	**L**	**L**	**Business Manager / Office Staff**	**September 15th**	**Headteacher / Business Manager**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Areas touched to be wiped down *Duty cleaning and office staff.* • Discourage parents from entering the school building *Parents reminded wc 13 July; ,further reminders issued August and continuously* • Rearrange furniture in reception area to facilitate social distancing. *Already covered* • If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. ***Staff reminded of need to socially distance – entrance is wide enough for most foot traffic*** As a result, reception staff are protected.					
Poor hygiene practice – **specific – office spaces.**	M	• Start and end times for administrative staff are staggered to support social distancing *Not required* • Tissues/hand sanitiser to be available in office locations *To be maintained, and levels monitored to ensure adequacy of provision* • Staff to wash hands on arrival at school *To continue* • Each individual is responsible for wiping down their own work area before and after use. *To continue. 2 telephones now in the office to avoid sharing. If anyone else uses, to wipe down with Dettol wipes.*	**L**	**L**	**Business Manager**	**September 15th**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	H	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus *Done wc 13 July, reminders issued regularly through Parentmail.* • ***Updated October – clear signage regarding social distancing expectations of parents and carers when on school site*** • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up *Done wc 13 July, reminder issued.* • Inform each year group and their parents of their allocated times for the beginning and end of their school *Done wc 13 July, reminder issued August – letter on file and on website too.* • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival *Done wc 13 July, reminder issued.* • **Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.** ***Teachers and staff to monitor***	**M**	**M**	**Headteacher / Business Manager**	**Ongoing from September 4th**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• **Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.** ***Teachers to enforce by rota and ensure children use hand gel where soap not practicable.*** • **hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.** ***Supplied in classrooms, plus 3 per hall.*** • **ensure supervision of hand sanitiser use given risks around ingestion.** ***Staff reminded of the need to supervise usage*** • **Small children and pupils with complex needs should continue to be helped to clean their hands properly.** ***Teachers and TA's to ensure this happens. Pre-school staff have individual bottles to ensure children clean hands.*** • All staff to wash hands on arrival in school *staff reminded and to receive further regular reminders.* • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day *reminder issued during August.* • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport *not required- if situation changes we will take action*					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Issue information to pupils in relation to restrictions on their movement around the site *to carry out first day back* • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. *Stock levels to be monitored and increased in case supply chain problems do occur.* As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice **– specific – toilet/changing facilities.**	H	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron *each room to continue holding a stock, levels to be monitored. All areas provided with Protect disinfectant spray.* • All changing surfaces to be cleaned before and after each use *pre-school to ensure* • Nappies/soiled items to be disposed of in yellow bags – *pre-school to ensure double bagging as per Dudley's advice* • Staff to follow specific intimate care procedures *staff aware of PPE need here too* • Any soiled clothes are put into a plastic bag (double bagged) and sent home. *To ensure this is followed – bin bags*	**M**	**M**	**SLT**	**Ongoing from September 3rd**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – **specific - end of the school day.**	H	• Issue information to parents about departure procedures, including safe pick-up *Done wc 13 July, reminders issued during August – to monitor* • Inform pupils and parents of their allocated times for the end of their school day *Done wc 13 July, reminders issued during August – to monitor* • Inform pupils and their parents of the allocated exit points and pick up points *Done wc 13 July, reminders issued during August* • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely *Done wc 13 July, reminders issued during August* • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. *To monitor and ensure information cascaded*	**M**	**M**	**Headteacher/ Business Manager**	**Ongoing from September 3rd**	**HT**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	H	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus *reminders regularly issued* • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell *reminders regularly issued* • All staff are informed of the procedure in school relating a pupil becoming unwell in school *reminders regularly issued* • All staff advised of the procedure in school if a member of staff becomes unwell. *reminders regularly issued* • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to *Isolation areas clearly identified and actions ensured* • Any staff member who displays signs of being unwell immediately refers themselves to *SLT* and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for	**M**	**M**	**Business Manager**	**2nd September and ongoing**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing ***Dudley SOP issued and updated, reminder leaflet to parents Aug 28. Now on Version 4 of SOP*** • If a pupil needs to use the bathroom, they should use the *nearest bathroom which will be closed until cleaned after use.* • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained ***provided for all isolation areas, also one per classroom.*** • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn *provided for all isolation areas – also one per classroom* • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen *staff reminded of procedures on INSET days Septembe, emailed a copy of SOP and given script and list of procedures to follow*					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Unwell pupils who are waiting to go home are supervised in *appropriate isolation areas* where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. *Duty cleaner to ensure deep clean with SafeZone Plus or Protect and safe disposal of all equipment in double bags.* ***Business Manager or headteacher to authorise re-opening of isolation area.*** As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend *issued wc 13 July, regarding September – reminderrissued last week in August..* • Leaders to calculate capacities of classrooms. *Government guidance followed, staff reminded to have pupils side by side facing forwards, 30 to a class* • **Classrooms allocated for provision and small adaptations made to to support distancing where possible without**	**L**	**M**	**SLT**	**Ongoing from Sept 2nd**	**Headteacher**

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		compromising safety routes or fire escapes. ***Business Manager and Caretaker to agree each classroom*** • **Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.** ***Safe zones in each classroom for teachers as per current arrangement*** • **Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.** ***Teachers to organise, business manager and caretaker to agree layouts before opening.*** • Timetable reviewed and refreshed and programme communicated to teachers and staff *this has been done, to remind staff INSET days September.* • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms *current guidance being taken into account when timetabling* • Leaders to consider how best to supplement remote education with face-to-face support for pupils. *DGFL remote learning offer being put together in August – Microsoft Teams, staff training September 2nd.*					

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		As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.					
A pupil is tested and has a confirmed case of coronavirus.	M	In line with government advice: • ***The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)*** • ***The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation if necessary and will advise school on appropriate action.*** *As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.* School Symptom Management S...	**M**	**M**	**Headteacher**	**Ongoing**	**HT**
Insufficient staff to run face-to- face sessions for pupils.	M	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable	**M**	**M**	**Headteacher**	**Ongoing from Sept 1st**	**HT**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		adults for their school *complete – met with vulnerable staff July 14th, advised to take instruction from medical staff* • Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible *discussed, Risk Assessments to be updated.* • Protocols for staff to inform leaders if they need to self-isolate are clearly in place *reminders issued, to be further reminded INSET Sep 1st* • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. *SS to manage this, liaise with agencies too* As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	• Staggered starts to be put in place for breaktime and lunchtime *done – informed parents July 13th and reminded last week in August.* • *Separate entrances* where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. *Done – minimise cross-bubble contaminations.*	**M**	**H**	**SLT**	**Ongoing**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Allocated outdoor areas for each year group to be identified for break time and lunchtime *done – each bubble gets separate play time* • Lunchtime to be staggered for different year groups *as per letter 13th July. Reminders issued August* • Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited ***Procedures in place for cleaning between bubbles*** • Pupils to be supervised in washing hands before and after lunch *Teachers and TA to supervise with lunchtime supervisors* • In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food *SS has arranged* • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) *typed lists given to kitchen staff every morning and ticked off – no fingerprints or contact* • Tables to be cleaned between year groups using lunchtime facilities *kitchen and lunchtime staff to carry out* • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness *kitchen and lunchtime staff to carry out*					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. *This has been arranged* As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	H	• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere *teachers aware and are carrying out. Health and safety check to be carried out before returning* • All soft furnishings and items that are hard to clean to be removed *done* • Class sizes reduced to ensure social distancing can be adhered to - ***Follow new guidance re class sizes for primary and secondary*** *– 30 to a class is OK as per the guidance* • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - *Follow new guidance re class sizes for primary and secondary – classrooms will be checked and approved before re-opening* • Tissues and hand sanitiser to be located in each classroom/learning space *in sanitisation corners* • Bins to be emptied at least twice daily in classrooms. *Duty cleaner to monitor*	**M**	**M**	**Business Manager / Teachers**	**Sep 1st + ongoing**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open *Duty cleaner to be disinfecting touch points – completing checklists* • Where possible, windows to be opened to provide ventilation. *Staff to monitor and be reminded* • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection *done- to remind* • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use *duty cleaner to arrange* • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use *issued to staff with phones* • Shared teaching resources to be cleaned prior to and after use *cross bubble sharing is prohibited* • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned *gloves provided* • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time *guidance issued to staff on toilet usage.* Staff to be reminded to adhere to social distancing at all times *reminders to be issued Sept 1st.*					

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		• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc *to continue this* • Staff must wash and dry their own cups, plates and utensils, using ***disposable towels***. *Not necessary – use dishwasher* As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.	M	• Pupils are reminded of the behaviour policy on their return to school *being done 1st week back and continuing* • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence *behaviour policy amendment is still relevant from 1st June* • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. *SENCO to arrange* As a result, pupils and staff understand the behaviour policy/individual plans in context.	**M**	**L**	**SLT**	**Ongoing from Sep 5th**	**Headteacher**
Pupils with complex needs are not adequately prepared	M	• Specific arrangements for pupil transport have been risk assessed and agreed with local providers *No current need*	**L**	**L**	**SENCO**	**Ongoing from Sep 1st**	**Headteacher**

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for a return to school or safely supported.		• Leaders and staff should review individual pupils handling plans, including the use of PPE *SENCO and Head carrying out* • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) *SENCO liaising with exterior specialists;* • Review individual communication plans where close proximity is expected e.g. on-body signing *SENCO to notify and share* • Plans should be understood, shared and followed consistently by all staff working with those pupils *SENCO to notify and share with staff* • Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. *SENCO / Pastoral lead to carry out* As a result, pupils with complex needs are well supported.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	• Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. *SENCO and Pastoral Lead to arrange with staff and pupils*	**L**	**L**	**SENCO**	**Sep 1st**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	M	• Agree safeguarding provision to be put in place to support returning pupils *Amendments to Child Protection Policy still relevant* • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns *being prepared and carried out* • Follow up any referrals made by staff swiftly, while maintaining social distancing. *System following 1st June reopening to continue* As a result, safeguarding remains of the highest priority and practice.	**L**	**M**	**DSLs**	**Sep 6th**	**Headteacher**
Emergency evacuation due to fire etc.	M	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained *1st June amendments still relevant. Business Manager to check names of staff and circulate 1st Sept* • Leaders to communicate procedures to all staff *being done 1st Sep* • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. *Staff to carry out Sep 3rd*	**L**	**M**	**Headteacher**	**Ongoing from Sep 3rd**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, social distancing is maintained in the event of an emergency evacuation.					
Cleaning is not sufficiently comprehensive.	M	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening *cleaners have met with Dudley cleaning and new arrangements fed through – tick lists and signature lists for each section* • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures *Business manager and caretaker to liaise* • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning *duty cleaning rota to be compiled for September* • Whilst pupils are at breaktime/lunchtime, *breakfast manager and lunch supervisor* to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays are next to photocopiers/printers etc *sanitiser used before and after using machines* • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). *Cleaners*	**L**	**M**	**Business Manager**	**Sept 1st**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		meeting 14th July reminded them. New site manuals being issued August with check sheets in there for completion per day • ***Updated October – training received, regarding correct cleaning procedures.*** As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection.	H	• All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries	**M**	**M**	**Business Manager**	**Sep 1st and ongoing**	**Headteacher**

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. *Duty cleaner to monitor* *Separate Risk Assessment for visitors being issued by Dudley, staff to be appraised of this and office staff to ensure this gets carried out on a case by case basis for visitors to school.* ***No visitors to be arranged without prior risk assessment for Covid from both parties, detailing increased measures to reduce the risk of spread.*** As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces – as per guidance, 30 to a class, facing the same way. No social distancing required for children, however organised in year group bubbles to enable setting.

Arrival to and departure from school – staggered to ensure manageable traffic flows on site, parents reminded not to stay on site and to be courteous and legal when parking and picking up. No parents to linger at bottom of drive.

Movement around the school – one way as much as possible, however bubbles can move for PE etc.

Classroom allocations – as normal.

Timetable arrangements – SLT cascaded to staff.

Role of teaching assistants – no change from June 1st. Reminded of risk assessments for First Aid and Lunchtimes.

Breaktime plan – SLT cascaded to staff.

Lunchtime plan – SLT cascaded to staff.

Catering staff – Risk Assessment for Hot food and servery completed by Dudley catering and kitchen staff.

Cleaning – Duty cleaning regime and tick list for evidence of cleaning by staff.

Toilets – disinfecting and cleaning by duty cleaner more often.

Staffroom and offices – cleaning regime and 1m social distancing at all times, strengthened by ventilation and facing the other way.

Transport – no implications, to be addressed on a case by case basis.

Classroom expectations – discussed at staff meeting July.

Pupil expectations – discussed at staff meeting July.

Useful links:

- Safeguarding: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers
- Remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19
- Attendance: https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings
- Premises: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Prevention and control- https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Vulnerable: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people
- Extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
- SEND - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance
- Home learning support: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
- Remote support: https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19

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- Accountability measures: https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability
- Pupils' mental health support/pastoral care at home: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

- Public health England https://www.gov.uk/government/organisations/public-health-england
- NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/
- Government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
- DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested