



**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1<sup>st</sup> June 2020**

for Dothill Primary School

Assessment conducted by: Becca Butler, Julie Thornton, Nikki Harvey	Job title: Head Teacher, Business Manager, Assistant Head	Covered by this assessment:
Date of assessment: 22 <sup>nd</sup> May 2020 Updated 28 <sup>th</sup> May 2020 AM – Head (BB)	Date of next review: 5 <sup>th</sup> June 2020	This document was written on 18 <sup>th</sup> May 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups EYFS, Year 1 and Year 6 **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 risk assessment is not exhaustive and some of the controls will be dynamic. This 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>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May\)](#)

<b>Key:</b>							
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.						
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. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>						
Responsible person:	The identified staff member(s) responsible for implementing the risk controls  <b>Head Teacher Sign:</b> <i>Becca Butler</i> (Becca Butler) <b>Date:</b> authorised by email 25/05/20 <b>Chair of Governors Sign:</b> <i>Jo Ward</i> (Jo Ward) <b>Date:</b> authorised by email 25/05/20						
Completion Date:	The date by which required plans for controls will be in place. <b>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.</b>						
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.						
<b>Risk Description/Area of Concern</b>	<b>Level of risk prior to control</b> ↔	<b>Risk Controls</b>	<b>Level of risk is now</b> ↔	<b>Likelihood</b> ↔	<b>Responsible person</b>	<b>Planned completion Date</b>	<b>Line Manager Check</b>
The school lapses in following national guidelines and advice, putting everyone at risk	medium	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms as necessary.</li> <li>Any change in information to be shared with Chair of Governors, consulted with employees directly, and passed on to parents and staff by email</li> </ul>	Low	unlikely	Head BB  Business Manager JT	ongoing	SLT BB KRM NH

		<ul style="list-style-type: none"> <li>• Covid 19 shared folder on T-drive with all relevant guidance for staff to access – regularly updated</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Poor communication with parents and other stakeholders	Medium	<ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>• Head teacher to share risk assessment with all staff</li> <li>• Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Low	Unlikely	Head BB Business Manager JT	Before 1.6.20	SLT BB KRM NH
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff have received Covid19 staff handbook with all relevant plans and guidance around the safe reopening of school. This is the update to all of the policies below.</li> <li>• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Infection Control risk assessments/guides from T&amp;W and PH</li> <li>➤ First Aid Policy</li> <li>➤ Intimate (personal) care risk assessments/guides from T&amp;W.</li> <li>➤ Behaviour Policy</li> <li>➤ Business Continuity/Resilience (Emergency Plan)</li> </ul> </li> </ul>	Low	Unlikely	SLT BB KRM NH Business Manager JT	Ongoing – regularly updated as required	Head BB

		<ul style="list-style-type: none"> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' (link in handbook)</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training</li> <li>• A comprehensive and current list of key staff members available each day First aider in every classroom (identified in staff handbook) DSL available every day – BB, KRM, NH SLT members located in key offices around the building</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus through staff handbook published 20<sup>th</sup> May and regularly updated.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social 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. This is through poster and website.</li> <li>• 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</li> </ul>					
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		<p>morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell</p> <ul style="list-style-type: none"> <li>Deputy Head Teacher gives daily update to staff through shared Covid19 folder.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
High risk individuals	High	<ul style="list-style-type: none"> <li>Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19)</li> </ul> <p>Two members of staff are shielding as they are clinically extremely vulnerable. As part of the risk assessment it is agreed that they are both working from home until further notice – HT and SL</p> <p>One member of staff has advised that she believes that she is clinically vulnerable. As part of the risk assessment plans have been made to ensure that she is in an environment where she is able to maintain a 2m social distance from children and other staff. - CP</p>	Low	Likely	Head BB	Before 1.6.20	SLT KRM NH
Vulnerable staff and pupils	High	<ul style="list-style-type: none"> <li>Children, young people and staff who have been classed as <u>clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect people in this category to be attending school, and they should continue to be supported to learn or work at home as much as possible.</li> <li>One child is currently shielding as he is clinically extremely vulnerable. In agreement with parents and through this risk assessment it is agreed that he is learning from home until further notice.</li> </ul>	Low	Likely	Head BB	Before 1.6.20	SLT KRM NH

		<ul style="list-style-type: none"> <li>• Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. See above</li> </ul> <p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting</p> <p>One member of staff advises that she is living with someone that she believes to be clinically vulnerable. Through this risk assessment, in support of the member of staff, plans are in place for her not to be required to not carry out her first aid role and to remain in small bubble with 1 other member of staff. - AC</p> <ul style="list-style-type: none"> <li>• if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>guidance on shielding</u>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home</li> </ul> <p>None known</p>					
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		<ul style="list-style-type: none"> <li>• staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household</li> <li>• protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</li> </ul>					
Poor hygiene practice in school - <b>General</b>	High	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds – use the classroom sinks and this avoids mixing with other bubbles.</li> <li>• School to use the E-Bug material – all staff have access to e-bug and are planning appropriate lessons</li> <li>• School staff to provide hand wash demonstrations to their bubble</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, and other key locations for staff, pupils and visitors.(Soap and water is available in every classroom so not required in classrooms. Dining hall is not being used for lunches so hand sanitiser not required there.)</li> </ul>	low	Likely	SLT KRM NH	ongoing	Head BB

		<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance</li> <li>• Sufficient amounts of soap, clean water, paper towels and lidded waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. Use the classroom sinks for handwashing to avoid lining up with other bubbles.</li> <li>• Toilets are unisex and are to only be used by separate bubbles</li> <li>• Pupils and staff do not share cutlery, cups or food. Children to bring own water bottle to school daily and take home daily for washing. Staff to bring in their own cups and utensils from home and wash immediately after use; do not leave in staff room/Hive or classrooms.</li> <li>• All utensils are thoroughly cleaned before and after use by each staff member. Do not leave in staff room/Hive or classrooms.</li> <li>• Cleaning spray and disposable cloths are available for use in all rooms for hard surfaces.</li> <li>• Cleaners are employed by the school via T&amp;W to carry out additional cleaning. Door handles, doors and toilets are cleaned daily. Paper/hand towels are refilled regularly as required to ensure a suitable supply.</li> <li>• Support staff in every classroom (as identified in the handbook) are to clean throughout the day</li> <li>• Follow T&amp;W cleaning in school guidance</li> </ul>					
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		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – <b>specific – school entrance</b>	High	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Admin to have a written log of visitors/contractors</li> <li>• Areas touched to be wiped down – each administrator has responsibility for their own area</li> <li>• Discourage parents from entering the school building</li> <li>• Reduce the amount of people accessing reception area at any one time</li> <li>• Rearrange/remove furniture in reception area to facilitate social distancing.</li> <li>• Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, reception staff are protected.</p>	Low	Likely	Head BB	Before 1.6.20	SLT KRM NH
Poor hygiene practice – <b>specific – office spaces.</b>	High	<ul style="list-style-type: none"> <li>• Start and end times for administrative staff are staggered to support social distancing</li> <li>• Ensure distancing is maintained between desks</li> <li>• Each administrator is using their own office</li> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> <li>• Each individual responsible for wiping down equipment such as printers</li> </ul>	Low	Likely	Office staff RO ET JT	ongoing	Head BB

		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>																	
Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b>	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus through posters and statement on website</li> <li>Issue information to staff not to enter the school if they display any symptoms of coronavirus through Covid19 shared folder</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day</li> </ul> <table border="1"> <thead> <tr> <th>Classes</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Year 6 classes</td> <td>8.30am</td> <td>3.00pm</td> </tr> <tr> <td>Key workers children</td> <td>8.45am</td> <td>3.15pm</td> </tr> <tr> <td>EYFS/Year 1 classes</td> <td>9.00am</td> <td>3.30pm</td> </tr> </tbody> </table> <p><b>SCHOOL IS CLOSED ON A WEDNESDAY AFTERNOON TO RECEPTION, YEAR 1 AND YEAR 6</b>  Year 6 collect at 12.30pm EYFS/Year 1 collect at 12.45pm</p> <ul style="list-style-type: none"> <li>Inform each year group and their parents of the allocated entrance and exit points to school and</li> </ul>	Classes	Start	End	Year 6 classes	8.30am	3.00pm	Key workers children	8.45am	3.15pm	EYFS/Year 1 classes	9.00am	3.30pm	Low	Likely	SLT KRM NH  Business Manager JT		Head BB
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		<p>where they should go on arrival - parents will receive phone call prior to 29<sup>th</sup> May to inform them of their child's base and key adult.</p> <ul style="list-style-type: none"> <li>• Parents to remain on the playground and follow the one way system. Children to be called to the classroom door at 2m distances as directed by the markings as guidance</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities – use classroom sinks to avoid queueing in shared areas such as corridors</li> <li>• Toilets are unisex and are to be only used by one class as identified in the clear signage</li> <li>• All staff to wash hands on arrival in school</li> <li>• Issue information to staff about arrival and departure procedures, including staggered start times and specific entrances</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – signage in place and instruction given. SLT on duty to supervise</li> <li>• Each bubble is entering school through a different door to avoid social mixing</li> <li>• 2M markings are identified outside each classroom door as a guide for pupils as they enter</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site – signage in place and instruction given</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>					
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		<ul style="list-style-type: none"> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	High	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – gloves, apron (see PPE guidance for schools at the end of this document)</li> <li>All changing surfaces to be cleaned before and after each use – cleaning spray and disposable cloths provided</li> <li>Nappies/soiled items to be disposed of in sanitary bins</li> <li>Staff to follow specific intimate care procedures as dictated by intimate (personal) care risk assessment</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>Restrict numbers of children using the toilets to ensure 2m social distancing is maintained</li> <li>Toilets are unisex and are to be only used by one class as identified by the signage.</li> <li>Provide paper towels instead of blow dryers (less risk of aerosol)</li> <li>Prop doors open where possible to reduce hand contact surfaces – all corridor doors are propped open though it has been decided that to ensure privacy, toilet doors will remain closed. Children will wash their hands on returning to the classroom as this can be supervised appropriately</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul>	Low	Likely	Staff	ongoing	Head BB

		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.																	
Poor hygiene practice – <b>specific - end of the school day.</b>	High	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day</li> </ul> <table border="1"> <thead> <tr> <th>Classes</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Year 6 classes</td> <td>8.30am</td> <td>3.00pm</td> </tr> <tr> <td>Key workers children</td> <td>8.45am</td> <td>3.15pm</td> </tr> <tr> <td>EYFS/Year 1 classes</td> <td>9.00am</td> <td>3.30pm</td> </tr> </tbody> </table> <p><b>SCHOOL IS CLOSED ON A WEDNESDAY AFTERNOON TO RECEPTION, YEAR 1 AND YEAR 6</b>  Year 6 collect at 12.30pm EYFS/Year 1 collect at 12.45pm</p> <ul style="list-style-type: none"> <li>Inform pupils and their parents of the allocated exit points and pick up points - parents will receive phone call prior to 29<sup>th</sup> May to inform them of their child's base and key adult.</li> <li>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 until their allocated time and park safely – signage in place, instruction given, SLT present to supervise</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul>	Classes	Start	End	Year 6 classes	8.30am	3.00pm	Key workers children	8.45am	3.15pm	EYFS/Year 1 classes	9.00am	3.30pm	Low	Likely	SLT KRM NH	ongoing	Head BB
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		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	High	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection in staff handbook 20.5.20 <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ Loss of taste or smell.</li> </ul> </li> <li>• 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 (see PPE guidance for schools)</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• Any pupil who displays signs of being unwell is immediately referred to Head Teacher if available, otherwise SLT</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to Head Teacher if available, otherwise SLT and is sent home (See guidance on dealing with incidents at school)</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to the PPA office (isolation room) whilst they wait for their parent to collect them. School admin team to contact parents.</li> </ul>	Low	Likely	SLT and staff	ongoing	Head BB

		<p>Parents advised to follow the COVID-19: Guidance for households, including accessing testing</p> <ul style="list-style-type: none"> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom which is the disabled toilet next to the PPA office (isolation room) which will be cleaned after use.</li> <li>• 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</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in the PPA office (isolation room) where they can be at least two metres away from others and leave via an external door without walking through school</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Following a suspected case head teachers should follow the guidance in appendix 2</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul>					
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		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.	High	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>• Leaders to calculate capacities of classrooms.</li> <li>• Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out; <ul style="list-style-type: none"> <li>➢ Avoiding contact with anyone with symptoms</li> <li>➢ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➢ Regular cleaning of settings</li> <li>➢ Minimising contact and mixing</li> </ul> </li> </ul> <p>It is still important to reduce contact between people As much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <ul style="list-style-type: none"> <li>• Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• No more than 15 children in a class where space allows</li> </ul>	Low	Unlikely	SLT KRM NH  Business Manager JT	Ongoing	Head BB



		<ul style="list-style-type: none"> <li>• Consistent adults remaining with smaller classes</li> <li>• Minimal 'cover' teachers used in order to reduce contact and mixing.</li> <li>• Desks should be spaced as far apart as possible</li> <li>• Where possible, pupil movement to be limited to make social distancing easier. Allocated adults remain with the same group at all times wherever possible.</li> <li>• Corridors and shared areas not used by children – all classrooms have external doors and this is how they will come and go.</li> <li>• 2metre markings are clear outside each external classroom door to support with entering the classroom appropriately.</li> </ul> <p>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.</p>					
Mental Health and Wellbeing for pupils	Medium	<ul style="list-style-type: none"> <li>• Where year groups are returning to school we would expect leaders and teachers to; <ul style="list-style-type: none"> <li>➢ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn</li> <li>➢ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➢ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</li> </ul> </li> </ul>	low	likely	SLT KRM NH  SENDCO AA  Learning Mentor KS	As required	Head BB

		<ul style="list-style-type: none"> <li>➤ support pupils in year 6, who will need both their primary and secondary schools to work together to support their upcoming transition to year 7</li> </ul>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• The rest of the class/group and staff should be advised to self-isolate for 14 days</li> <li>• The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>• See advice in Dealing with Incident procedure</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	Medium	likely	Head BB	As required	SLT KRM NH
Insufficient staff to run face-to-face sessions for pupils.	high	<ul style="list-style-type: none"> <li>• Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>• Consider closing classes if there are not enough staff to safely care for the children</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	low	likely	Head and Governors	Ongoing	Business Manager JT
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for break time and lunchtime</li> <li>• One way system in place around the outside of school for arriving and leaving. Corridors and shared</li> </ul>	low	likely	SLT KRM NH	Before 1.6.20	Head BB

		<p>internal spaces not in use for pupils – external doors used.</p> <ul style="list-style-type: none"> <li>• Only staff movement in corridors as children remain in bubbles.</li> <li>• Toilets are unisex to enable them to be only used by one classroom bubble.</li> <li>• Corridors are wide enough to pass safely with minimal risk</li> <li>• Keep to the left when walking down corridors</li> <li>• Allocated outdoor areas for each year group to be identified for break time and lunchtime – timetable in place</li> <li>• Lunchtime to be staggered for different year groups – timetable in place</li> <li>• Pupils advised not to play contact games at break time or lunchtime. Small shared outdoor equipment to be used by only one class and remain with them in their bubble</li> <li>• Large fixed equipment to be timetabled for use, wiped down by an adult from the bubble about to use it. Thorough handwashing to take place after use.</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• Packed lunches to be served for all pupils (either school or home)</li> <li>• Packed lunches collected from kitchen by SLT and delivered to classrooms</li> <li>• Lunches eaten at own individual desk in classrooms.</li> <li>• Tables to be cleaned prior to use and at the end of session by the support staff in each bubble as identified in the staff handbook.</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Lunchtime waste to be placed in lidded class bins. SLT to empty bins after lunch.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness (employed by T&amp;W)</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from learning environments and stored safely in an unused area of the room, taped off.</li> <li>• All soft furnishings used by children and items that are hard to clean to be removed</li> <li>• Class sizes reduced with group sizes not exceeding 15</li> <li>• Each class of 15 to ensure social distancing from other classes</li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>• Tissues to be located in each classroom/learning space</li> <li>• Handwashing facilities available in each classroom</li> <li>• All bins are lidded</li> <li>• Bins to be emptied at least twice daily in classrooms after lunch by SLT and at the end of the day by T&amp;W cleaners</li> </ul>	Low	likely	SLT KRM NH  All staff	29.5.20	Head BB

		<ul style="list-style-type: none"> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open on all corridors.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Pupils will all be given their own equipment which will be used only by them at their table to reduce the risk of infection</li> <li>• Telephones and IT equipment will not be shared</li> <li>• If it is absolutely necessary to share then shared telephone handsets to be cleaned with anti-bacterial cleaner before and after each use</li> <li>• Radios should not be shared but if absolutely essential then should be wiped down with antibacterial spray between use.</li> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• 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</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time (one at a time) Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers.</li> <li>• Only SLT and administrators to use photocopiers/ printers, laminators, and items in resources room (SLT) and print room (admin/Head Teacher)</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels. Wash immediately after use; do not leave in staff room/Hive or classrooms.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• If using the staff microwave ovens x 2, staff must wipe clean before and after use.</li> <li>• If staff are using the staff fridges x 2, staff must wipe clean before and after use.</li> <li>• No shared milk for staff; if required bring own in clearly labelled container is using staff fridge.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	High	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• 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</li> <li>• Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Medium	likely	SLT KRM NH  All staff	Before 1.6.20	Head BB
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Medium	<ul style="list-style-type: none"> <li>• Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>• 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.</li> </ul>	Low	likely	SENDCO AA	Before 1.6.20	Head BB

		<ul style="list-style-type: none"> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Likely	SENDCO AA	As required	Head BB
Increased number of safeguarding concerns reported after lockdown.	High	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	Medium	Likely	DSLs KRM NH BB	Ongoing	Deputy Head KRM
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>Bubbles to remain 2 metres apart</li> <li>Practice fire drill completed in first week</li> <li>Leaders to communicate procedures to all staff – through staff handbook</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	unlikely	SLT KRM NH  Business Manager JT	Week beginning 1.6.20	Head BB

Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures – Business Manager with support from T&amp;W Cleaning Team Leader/Dept.</li> <li>• Whilst pupils are at break time/lunchtime, support staff from that bubble to clean tables/door handles with a cleaning spray. Hands must be washed afterwards</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, digi pads, door release buttons, etc. Toys in the Early Years to be cleaned as necessary by staff in those classes.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	Low	likely	Business Manager JT Caretaker MR Cleaners All staff	Ongoing	Head BB
Contractors, deliveries and visitors increase the risk of infection.	High	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> </ul>	low	likely	Admin team RO ET JT	As required	Head BB



		<ul style="list-style-type: none"> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>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</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Professional Visitors	High	<ul style="list-style-type: none"> <li>All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Pre questionnaire completed by professional visitor</li> <li>Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</li> <li>All professional visitors to wash hands on entry to the school site</li> <li>Professional visitors are directed to specific/ designated handwashing facilities</li> <li>All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>Professional visitors to bring own food, drink and utensils onto site.</li> </ul>	Low	Likely	Admin team RO ET JT	Ongoing	Head BB

		<ul style="list-style-type: none"> <li>Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>					
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**[School-specific arrangements relating to risk assessment that may need additional detail: See attached handbook](#)**

**PPE Guidance for Educational Settings**

A summary of the PPE guidance for educational settings is as follows:

Setting	Context	Hand hygiene	Gloves	Plastic Apron	Surgical mask (Type II)	Fluid-resistant (IIR) surgical mask	Eye protection #
<b>Schools and Early Years Provision</b>	General contact	Yes	No	No	No	No	No
<b>School and Early Years Settings</b>	Symptomatic child and 2m distance cannot be maintained	Yes	Yes	Yes	No	Yes	Risk assess
<b>School/ Early Years settings</b>	Direct care* Nappy changing/	Yes	Yes	Yes	No	Risk assess	Risk assess
<b>Special Schools</b>	Direct care*	Yes	Yes	Yes	No	Risk assess	Risk assess
<b>Special Schools</b>	If the instructions for social distancing (2m distance) and hygiene cannot be	Yes	No	No	Risk assess	No	No

Setting	Context	Hand hygiene	Gloves	Plastic Apron	Surgical mask (Type II)	Fluid-resistant (IIR) surgical mask	Eye protection #
	followed or maintained						

\*Direct Care – hands-on care activities that take place within 2 metres such as help with washing, toileting, dressing, oral care and feeding, assistance with medication or walking

# Eye Protection – risk of splashing to the eyes for coughing, spitting or vomiting

#### 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>
- 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-stress> Parents: <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](http://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>