



Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 2nd September 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: reopening of school to all pupils in all year groups from 2 nd September 2020
Date of assessment: 22 nd May 2020 Updated 28 th May 2020 AM – Head (BB) Updated 9 th June 2020 – Head (BB) Updated 17 th July 2020 – Head (BB) Updates 13 th September – Head (BB)	Date of first review: 5 th June 2020 Head (BB) Date of second review: 26 th June 2020 Head (BB) Date of next review: 17 th July 2020 (in preparation for Sept) Head (BB) Date of next review: 11 th September 2020 Head (BB) Date of next review: 2 nd November 2020 Head (BB)	This document was originally written on 18 th May 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools 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**

- 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 and unions 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.
When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

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.
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 Head Teacher Sign: <i>Becca Butler</i> (Becca Butler) Date: 17/07/2020 Chair of Governors Sign: <i>Jo Ward</i> (Jo Ward) Date: 17/07/2020
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

System of Controls - Prevention	<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>
System of Control - Responsive	<p>7) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following health protection hub and PHE advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant</p>

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	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> 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 & Wrekin Council advice and review its risk assessment accordingly. Information on the school website is updated. Pupils updated via classrooms as necessary. 	Low	Unlikely	Head BB Business Manager JT	ongoing	SLT BB NH

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		<ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors, consulted with employees directly, and passed on to parents, and staff by email. Covid-19 shared folder on T-drive with all relevant guidance for staff to access – regularly updated. <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"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head teacher to share risk assessment with all staff. Parents notified of risk assessment plan and shared with parents via website. <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	Share updates via daily update folder. Reviewed RA on website by 18.9.20	SLT BB NH
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated. All staff have received Covid-19 staff handbook with all relevant plans and guidance around the safe reopening of school. This is the update to all of the policies below. 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"> ➤ Health and Safety Policy ➤ Infection Control risk assessments/guides from T&W and PH 	Low	Unlikely	SLT BB NH Business Manager JT	Ongoing – regularly updated as required	Head BB

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		<ul style="list-style-type: none"> ➤ First Aid Policy ➤ Intimate (personal) care risk assessments/guides from T&W. ➤ Behaviour Policy ➤ Business Continuity/Resilience (Emergency Plan) • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ 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' (link in handbook) • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • 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, NH. SLT members located in key offices around the building. 					

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		<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus through staff handbook published 20th May and regularly updated. • Staff should ensure that they are following the latest version of the staff handbook. • 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. • 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 the 2nd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell. • Deputy Head Teacher gives daily update to staff through shared Covid-19 folder. <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"> • Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID-19). 	Low	Likely	Head BB	Completed Continue to check current guidance as necessary	SLT NH

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Vulnerable staff and pupils	High	<ul style="list-style-type: none"> Individual risk assessment to be completed for vulnerable staff and pupils. 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. 	Low	Likely	Head BB	completed	SLT NH
Poor hygiene practice in school – General Including hand hygiene	High	<ul style="list-style-type: none"> 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). 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. School to use the E-Bug material – all staff have access to e-bug and are planning appropriate lessons. School staff to provide hand wash demonstrations to their bubble. Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> ➤ cover coughs and sneezes with a tissue, ➤ throw all tissues in a bin, ➤ avoid touching eyes, nose and mouth with unwashed hands. <p>Routines are built into school culture, supported by behaviour expectations and helping ensure younger</p>	Low	Likely	SLT NH	ongoing	Head BB

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		<p>children and those with complex needs understand the need to follow them:</p> <ul style="list-style-type: none"> • 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.). • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap, clean water, paper towels and lidded waste disposal bins are supplied in all toilets and kitchen areas. • 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. • Toilets are unisex and are to only be used by separate classroom bubbles. • 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. 					

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		<ul style="list-style-type: none"> • All utensils are thoroughly cleaned before and after use by each staff member. Do not leave in staff room/Hive or classrooms. • Cleaning spray and disposable cloths are available for use in all classrooms for hard surfaces. • Cleaning spray and disposable cloths are available for use in all shared staff areas. • Cleaners are employed by the school via T&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. • Support staff in every classroom (as identified in the handbook) are to clean throughout the day. • Follow T&W cleaning in school guidance. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	High	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing. • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. • Admin to have a written log of visitors/contractors. • Areas touched to be wiped down – each administrator has responsibility for their own area. • Discourage parents from entering the school building. • Reduce the amount of people accessing reception area at any one time. 	Low	Likely	Head BB	In place and ongoing	SLT NH

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		<ul style="list-style-type: none"> Rearrange/remove furniture in reception area to facilitate social distancing. Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	High	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing. Ensure distancing is maintained between desks. Each administrator is using their own office. Tissues/hand sanitiser to be available in office locations. Staff to wash hands on arrival at school. Each individual is responsible for wiping down their own work area before and after use. Each individual responsible for wiping down equipment such as printers. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Low	Likely	Office staff ET JT	ongoing	Head BB
Poor hygiene practice – specific - spread of potential infection at the	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> 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. 	Low	Likely	SLT NH Business Manager		Head BB

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start of the school day.		<ul style="list-style-type: none"> Issue information to staff not to enter the school if they display any symptoms of coronavirus through Covid-19 shared folder. Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Inform each year group and their parents of their allocated times for the beginning and end of their school day. <table border="1" data-bbox="584 651 1232 842"> <thead> <tr> <th>Classes</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Year 5/6 classes</td> <td>8.30am</td> <td>3.00pm</td> </tr> <tr> <td>Year 3/4 classes</td> <td>8.45am</td> <td>3.15pm</td> </tr> <tr> <td>EYFS/Year 1/ Year 2 classes</td> <td>9.00am</td> <td>3.30pm</td> </tr> </tbody> </table> Doors open 15 minutes before start time to ensure continuous flow of children and no parents waiting on the playground. Parents are clearly told to arrive within their 15 minute drop off/collection time to avoid congregating on the school site or at the gate. <table border="1" data-bbox="629 1086 1124 1278"> <thead> <tr> <th>Classes</th> <th>Arrive</th> </tr> </thead> <tbody> <tr> <td>Year 5/6 classes</td> <td>8.15 - 8.30am</td> </tr> <tr> <td>Year 3/4 classes</td> <td>8.30 - 8.45am</td> </tr> <tr> <td>EYFS/Year 1/ Year 2 classes</td> <td>8.45 - 9.00am</td> </tr> </tbody> </table> Inform each year group and their parents of the allocated entrance and exit points to school and 	Classes	Start	End	Year 5/6 classes	8.30am	3.00pm	Year 3/4 classes	8.45am	3.15pm	EYFS/Year 1/ Year 2 classes	9.00am	3.30pm	Classes	Arrive	Year 5/6 classes	8.15 - 8.30am	Year 3/4 classes	8.30 - 8.45am	EYFS/Year 1/ Year 2 classes	8.45 - 9.00am			JT		
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		<p>where they should go on arrival through school booklet posted with reports 10.7.20.</p> <ul style="list-style-type: none"> • 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. • 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. • Toilets are unisex and are to be only used by one classroom bubble as identified in the clear signage. • All staff to wash hands on arrival in school. • Issue information to staff about arrival and departure procedures, including staggered start times and specific entrances. • 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. • Each bubble is entering school through a different door to avoid social mixing. • 2m markings are identified outside each classroom door as a guide for pupils as they enter. • Issue information to pupils in relation to restrictions on their movement around the site – signage in place and instruction given. 					

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		<ul style="list-style-type: none"> Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>High</p>	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – gloves, apron (see PPE guidance for schools at the end of this document). All changing surfaces to be cleaned before and after each use – cleaning spray and disposable cloths provided. Nappies/soiled items to be disposed of in sanitary bins (risk assessment for individual pupils). Staff to follow specific intimate care procedures as dictated by intimate (personal) care risk assessment. Any soiled clothes are put into a plastic bag (double bagged) and sent home. Restrict numbers of children using the toilets to ensure 2m social distancing is maintained. Toilets are unisex and are to be only used by one class as identified by the signage. Provide paper towels instead of blow dryers (less risk of aerosol). 	<p>Low</p>	<p>Likely</p>	<p>Staff</p>	<p>ongoing</p>	<p>Head BB</p>

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		<ul style="list-style-type: none"> Prop doors open where possible to reduce hand contact surfaces – all fire doors must remain closed (not propped open). Ensure thorough handwashing. Only staff walking through school so wash hands on entering classroom/staffroom etc having walked through corridors. Children will wash their hands on returning to the classroom as this can be supervised appropriately. In the event of a fire, staff to close all doors in their area before exiting the classroom through the external door if it is safe to do so. If the fire alarm goes during playtime when children are outside then SLT/admin to close internal doors if it is safe to do so. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>																	
Poor hygiene practice – specific - end of the school day.	High	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up. Inform pupils and parents of their allocated times for the end of their school day. <table border="1" data-bbox="584 1190 1232 1380"> <thead> <tr> <th>Classes</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Year 5/6 classes</td> <td>8.30am</td> <td>3.00pm</td> </tr> <tr> <td>Year 3/4 classes</td> <td>8.45am</td> <td>3.15pm</td> </tr> <tr> <td>EYFS/Year 1/ Year 2 classes</td> <td>9.00am</td> <td>3.30pm</td> </tr> </tbody> </table>	Classes	Start	End	Year 5/6 classes	8.30am	3.00pm	Year 3/4 classes	8.45am	3.15pm	EYFS/Year 1/ Year 2 classes	9.00am	3.30pm	Low	Likely	SLT NH	ongoing	Head BB
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		<ul style="list-style-type: none"> Inform pupils and their parents of the allocated exit points and pick up points – posted with reports 10th July 2020. 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. Doors open 15 minutes before start time to ensure continuous flow of children and no parents waiting on the playground. Parents are clearly told to arrive within their 15 minute drop off/collection time to avoid congregating on the school site or at the gate. <table border="1"> <thead> <tr> <th>Classes</th> <th>Leave</th> </tr> </thead> <tbody> <tr> <td>Year 5/6 classes</td> <td>2.45 - 3.00pm</td> </tr> <tr> <td>Year 3/4 classes</td> <td>3.00 - 3.15pm</td> </tr> <tr> <td>EYFS/Year 1/ Year 2 classes</td> <td>3.15 - 3.30pm</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	Classes	Leave	Year 5/6 classes	2.45 - 3.00pm	Year 3/4 classes	3.00 - 3.15pm	EYFS/Year 1/ Year 2 classes	3.15 - 3.30pm					
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Ill health in school.	High	Staff are informed of the symptoms of possible coronavirus infection:	Low	Likely	SLT NH and staff	ongoing	Head BB								

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		<ul style="list-style-type: none"> • A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature). • 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). • A change to their normal sense of taste or smell (anosmia). • Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub. • They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Complete the school notification form and send to HealthProtectionHub@telford.gov.uk. • 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). 					

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		<ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school. • Any pupil who displays signs of being unwell is immediately referred to Head Teacher if available, otherwise SLT. • 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). • Where the named person is unavailable, staff ensure that any unwell pupils are moved via the delivery room door to the GP room (isolation room) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • If a pupil needs to use the bathroom, they should use a separate bathroom which is the disabled toilet next to the PPA room (accessed via the delivery room door) which will be 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 2m cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be 					

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		<p>work by the supervising adult. If there is a risk of splashing, eye protection should also be worn.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in the GP room (isolation room) where they can be at least 2m away from others and leave via an external door without walking through school. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>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.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>High</p>	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p>	<p>Low</p>	<p>Unlikely</p>	<p>SLT NH Business Manager JT</p>	<p>Ongoing</p>	<p>Head BB</p>

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		<ul style="list-style-type: none"> ➤ children's ability to distance; ➤ the lay out of the school; ➤ the feasibility of keeping distinct groups separate while offering a broad curriculum. • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend. • Unlike older children and adults, early years and primary age children cannot be expected to remain 2m 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"> ➤ Avoiding contact with anyone with symptoms ➤ Frequent hand cleaning and good respiratory hygiene practices ➤ Regular cleaning of settings ➤ Minimising contact and mixing • 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 consistent group and that group stays away from other people and groups. • Timetable reviewed and refreshed and programme communicated to teachers and staff. <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>					

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
Mental Health and Wellbeing for pupils	Medium	Where year groups are returning to school we would expect leaders and teachers to; <ul style="list-style-type: none"> ➤ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn ➤ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks ➤ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils. 	Low	Likely	SLT NH SENDCO AA Learning Mentor KS	As required	Head BB
A pupil is tested and has a confirmed case of coronavirus.	High	In line with government advice: <ul style="list-style-type: none"> • Follow guidance from the Test and Trace team in the Health Protection Hub. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	Medium	Likely	Head BB	As required	SLT NH
Insufficient staff to run face-to-face sessions for pupils.	high	<ul style="list-style-type: none"> • Protocols for staff to inform leaders if they need to self-isolate are clearly in place. • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. • Staff should not have any appointments during school time as cover is difficult to manage. • Consider closing classes if there are not enough staff to safely care for the children. • Minimise contact with staff and pupils. • Maintain social distancing. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.	Low	Likely	Head BB and Governors	Ongoing	Business Manager JT

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
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> • Staggered starts to be put in place for break time and lunchtime (see staff handbook). • One way system in place around the outside of school for arriving and leaving. Corridors and shared internal spaces not in use for pupils – external doors used. • Only staff movement in corridors as children remain in bubbles. • Toilets are unisex to enable them to be only used by one classroom bubble. • Corridors are wide enough to pass safely with minimal risk. • Keep to the left when walking down corridors • Allocated outdoor areas for each year group to be identified for break time and lunchtime – timetable in place. • Lunchtime to be staggered for different year groups – timetable in place. • 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. • 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. • Pupils to be supervised in washing hands before and after lunch. 	Low	Likely	SLT NH	Completed and ongoing reviews of systems in place.	Head BB

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
		<ul style="list-style-type: none"> • Packed lunches to be served for all pupils (either school or home). • Packed lunches collected from big hall by support staff as identified in the staff handbook and delivered to classrooms. • Lunches eaten at own individual desk in classrooms. • 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. • Lunchtime waste to be placed in lidded class bins. Support staff to empty bins after lunch as identified in the staff handbook. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness (employed by T&W). • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <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"> • Children are in class bubbles that will endeavour to remain separate from other class bubbles. • Staff are in phase bubbles and any staff working with more than one bubble will remain at a 2m distance where possible. • Seat pupils side by side, not face to face or side on. • Stagger movement around classroom. 	Low	Likely	SLT NH All staff	Ongoing	Head BB

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
		<ul style="list-style-type: none"> • Staff to maintain social distancing where possible. • Individual equipment such as pens and pencils allocated for each pupil. • Allocated items such as books/toys to bubbles, to avoid mix use. • PE equipment is allocated to a bubble for ½ a term to suit the sport being covered. This should not be shared and is stored in the classroom. • Shared equipment such as art, science etc to be cleaned in between use and where possible isolated for 48-72 hours . • Ideally, adults should maintain 2m distance from each other, and from children. This may not always be possible with younger children or children with complex needs. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups. • Make small adaptations to the classroom including seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. • Assemblies to take place via Microsoft Teams. • Handwashing facilities available in each classroom. • All bins are lidded. • Bins to be emptied at least twice daily in classrooms after lunch by support staff and at the end of the day by T&W cleaners. 					

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
		<ul style="list-style-type: none"> • Contact with communal surfaces, such as door handles etc to be minimised. • Where possible, windows to be opened to provide ventilation. • Pupils will all be given their own equipment which will be used only by them at their table to reduce the risk of infection. • Telephones and IT equipment will not be shared. • If it is absolutely necessary to share then shared telephone handsets to be cleaned with anti-bacterial cleaner before and after each use. • Radios should not be shared but if absolutely essential then should be wiped down with antibacterial spray between use. • Shared teaching resources to be cleaned prior to and after use. • 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. • Guidance issued to staff on the use of the staff room and staff toilet areas, including maximum numbers at any one time (one at a time). Staff to be reminded to adhere to social distancing where possible. • Hand sanitiser/cleaning spray and blue roll to be in place at photocopiers. Limited number of people to use photocopiers (one per class as per list in staff handbook). Only one person in the room at a time. 					

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
		<ul style="list-style-type: none"> • 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. • If using the staff microwave ovens x 2, staff must wipe clean before and after use. • If staff are using the staff fridges x 2, staff must wipe clean before and after use. • No shared milk for staff; if required bring own in clearly labelled container if using staff fridge. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Music Lessons	High	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> • Singing to take place outdoors where possible. • Limit group sizes to no more than 15. • Position pupils back to back or side to side. 	Low	Unlikely	Music Leader HM	In place for 2.9.20	Head BB
Physical Activities	Medium	<ul style="list-style-type: none"> • Outdoor sports should be prioritised. • Scrupulous attention to cleaning and hygiene. • PE equipment is allocated to a bubble for ½ a term to suit the sport being covered. This should not be shared and is stored in the classroom. 	Low	Unlikely	PE Leader BJ	In place for 2.9.20	Head BB

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
		<ul style="list-style-type: none"> Schools should refer to the following advice; guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport, advice from organisations such as the Association for Physical Education and the Youth Sport Trust. 					
Poor pupil behaviour increases the risk of the spread of the infection.	High	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school. 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. Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. Follow T&W PPE guidance. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Medium	Likely	SLT NH All staff	In place for 2.9.20	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"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity. Plans should be understood, shared and followed consistently by all staff working with those pupils. Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, 	Low	Likely	SENDCO AA	In place for 2.9.20	Head BB

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
		<p>for example) and share with parents and pupils prior to pupils returning to school.</p> <ul style="list-style-type: none"> Follow T&W PPE guidance. <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"> 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. <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"> Agree safeguarding provision to be put in place to support returning pupils. Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns. Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	Medium	Likely	DSLs NH BB	Ongoing	Deputy Head NH
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. Classes to remain 2m apart. Practice fire drill completed in first full week. Leaders to communicate procedures to all staff – through staff handbook. 	Low	Unlikely	SLT NH Business Manager JT	Ongoing	Head BB

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
		<ul style="list-style-type: none"> Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. As a result, social distancing is maintained in the event of an emergency evacuation. 					
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures – Business Manager with support from T&W Cleaning Team Leader/ Deputy. 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. 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. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. Assess Public Health England guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. 	Low	Likely	Business Manager JT Caretaker MR Cleaners All staff	Ongoing Continue to check current guidance as necessary	Head BB

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, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection.	High	<ul style="list-style-type: none"> • 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. • Pre questionnaire completed by contractors as necessary. • 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. • 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. 	Low	Likely	Admin team ET Business Manager JT	As required	Head BB

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, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Professional Visitors	High	<ul style="list-style-type: none"> All visitors to be checked to ensure that they are essential visitors prior to entry to the school. Pre questionnaire completed by professional visitor. Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils. All professional visitors to wash hands on entry to the school site. Professional visitors are directed to specific/ designated handwashing facilities. All areas in which Professional visitor work are cleaned in line with government guidance. Professional visitors to bring own food, drink and utensils onto site. Professional visitors to be responsible for cleaning their own equipment and personal belongings. <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>	Low	Likely	Admin team ET Business Manager JT	Ongoing	Head BB
Educational Visits	High	<ul style="list-style-type: none"> No overnight or overseas educational visits. Non-overnight domestic educational visits can resume. No trips planned for the autumn term. Pupils to be kept to the school bubbles. Destination should be COVID-secure. 	Low	Likely	EVC BJ AW	Ongoing From 2.9.20	Head BB

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 #
Schools and Early Years Provision	General contact	Yes	No	No	No	No	No
School and Early Years Settings	Symptomatic child and 2m distance cannot be maintained	Yes	Yes	Yes	No	Yes	Risk assess
School/ Early Years settings	Direct care* Nappy changing	Yes	Yes	Yes	No	Risk assess	Risk assess
Special Schools	Direct care*	Yes	Yes	Yes	No	Risk assess	Risk assess
Special Schools	If the instructions for social distancing (2m distance) and hygiene cannot be followed or maintained	Yes	No	No	Risk assess	No	No

*Direct Care – hands-on care activities that take place within 2 metres (2m) 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:

- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
 - Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
 - Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
 - Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate