

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.

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| **Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)**  **for High Ercall Primary School** | | |
| Assessment conducted by: Sarah Roberts, Mark Parton | Job title: Headteacher, Deputy Headteacher | Covered by this assessment: **High Ercall** |
| Date of assessment: 13th July 2020 | Date of next review: Weekly review | Review – 25.8.20 |

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| **Key:** | |  | | | | | | |
| Level of risk prior to control | | Identifies the risk before any steps to reduce the risk have been taken | | | | | | |
| Risk Description: | | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs. | | | | | | |
| Risk Controls: | | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information> | | | | | | |
| Impact: | | Could be L/M/H or numeric, depending on what is used in the school setting. | | | | | | |
| Likelihood: | | Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD 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 ……………………………………………………… Date …………………………………………  Chair of Governors sign …………………………………………………… Date ………………………………………… | | | | | | |
| Completion Date: | | The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting. | | | | | | |
| Line Manager Check: | | Sign off to ensure that the risk has been minimised as far as possible. | | | | | | |
| **Risk Description/Area of Concern** | **Level of risk prior to control**  **<>** | | **Risk Controls** | **Level of risk is now**  **<>** | **Likelihood**  **<>** | **Responsible person** | **Planned completion Date** | **Line Manager Check** |
| The school lapses in following national guidelines and advice, putting everyone at risk | L | | Follow Master Risk Assessment for Return to school – phase one and review all controls you previously applied to ensure they are still effective.  The national guidance for the full reopening of schools has been followed. An action plan has been devised by the local authority which the school has used to complete a full audit and allocate actions.  Phase one controls have been reviewed and are being followed. There are no additional measures required.  Risk assessment reviewed and amended weekly by SR/MP. | **L** | **L** | **SR/MP** | **Ongoing as new information or updates published** | **Chair** |
| Poor communication with parents and other stakeholders | L | | Follow Master Risk Assessment for Return to school – phase one and review all controls you previously applied to ensure they are still effective  Phase one controls have been reviewed and are being followed.  All parents / carers and other stakeholders are regularly updated.  Additional parent /carer questionnaires have been circulated to ascertain requirements for extended school provision (SR/CM)  Initial letter for parents prior to end of Summer term:   * Start / end times * Extended schools * Lunchtime * Uniform / PE kit days / Forest schools * Ways to contact school   New parent guide for returning to school to be completed | **L** | **L** | **SR CM MP**  **SR CM**  **SR CM** | **Ongoing as new information or updates published.**  **10/07/20**  **Last week of term / first week of hols** | **Chair**  **SR** |
| Lack of awareness of policies and procedures | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  Amendments and ongoing practice:   * A comprehensive and current list of key staff members available each day. * Staff to be reminded of the school’s infection control procedures and staff working protocol in relation to coronavirus upon return to school in September. * Parents are made aware of the school’s infection control procedures in relation to coronavirus. These will be communicated in the parent guide and a copy of the full risk assessment will be available of the school’s 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 1st September 2020. All are informed that they must tell a member of staff if they begin to feel unwell.  Daily briefing issued to staff via the whiteboard in the staffroom. Any sensitive information then emailed.  Child protection and behaviour:  Update policy – await LA guidance - completed  Review update of KCSIE – 1st Sept  PD day update for all safeguarding  Review Behaviour Policy | **L** | **L** | **SR**  **MP**  **LY (first aid)**  **CM (first aid)**  **SR**  **SR**  **All Staff**  **SR**  **SR MP**  **All staff** | **31/08/20**  **17/0720**  **01/09/20**  **Ongoing**  **PD Day 31/08/20** | **Chair** |
| Extremely clinically vulnerable (High risk) individuals | M | | * Individual risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19) GUIDANCE SET TO CHANGE ON 1ST AUGUST | **L** | **L** | **SR** | **01/09/2020** | **SR** |
| Clinically Vulnerable staff and pupils | M | | * Individual risk assessment to be completed for vulnerable staff and pupils   Review risk assessments undertaken for specific staff.  Date and sign – even if no change  Maintain clear communication to all – meeting 15th July, PD day 1st Sept   * 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   Staff to work and remain in class bubbles.  Teaching and TA staff to rota breaks and supervision of children and cleaning of tables.  PPE in place for all staff as per summer term  Action:  Review intimate care guidance | **L** | **L** | **SR**  **KC / SR / Class 1 staff** | **01/09/2020** | **SR**  **Chair** |
| Poor hygiene practice in school - **General** | M | | Follow master Risk Assessment: for return to school – phase one and review all controls you previously applied to ensure they are still effective.   * Pupils and staff to wash hands on entry to school * The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine   Phase one controls have been reviewed and are being followed.  Amendments and ongoing practice:   * 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) * Extra flip top bins have been purchased and are available in all class bases (open top bins have been removed). | **L** | **L** | **SR MP**  **All staff – review in classes** | **01/09/2020** | **SR**  **Chair** |
| Hand Hygiene | M | | Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including :   * when they arrive at school, * when they return from breaks, * when they change rooms * before and after eating.   Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:   * whether the school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly * supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative * building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them   Phase one controls have been reviewed and are being followed.  Amendments and ongoing practice:   * Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds * Teachers to reiterate key messages in class-time (when directed) to pupils to:   Cover coughs and sneezes with a tissue,  To throw all tissues in a bin  To avoid touching eyes, nose and mouth with unwashed hands.   * All classes to use the E-Bug material * Class 2 to use portable handwashing in chair bay * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues have ben provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors * Cleaning notices and facilities have been provided in the staff toilet. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas | **L** | **L** | **SR/MP**  **Staff to plan for 1st day back**  **All staff**  **SR - order**  **JA SR MP** | **01/09/2020** | **SR**  **Chair** |
| Poor hygiene practice – **specific – school entrance** | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  Amendments and ongoing practice:   * With the full opening of school ensure all visitors follow the following guidance: one person or family only allowed in reception at a time. * Socially distancing markers outside for waiting persons. * Glass screen to be kept closed whilst talking to visitors. | **L** | **L** | **SR MP JA** | **01/09/2020** | **Chair** |
| Poor hygiene practice – **specific – office spaces.** | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  Amendments and ongoing practice:   * With the full opening of school ensure staff numbers, working in the office, does not exceed two. * Use additional space including library or MP1 room as required. | **L** | **L** | **CM**  **JA**  **All office staff** | **01/09/2020** | **SR** |
| System of Controls - **Prevention** | H | | **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**  **2) clean hands thoroughly more often than usual**  **3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach**  **4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach**  **5) minimise contact between individuals and maintain social distancing wherever possible**  **6) where necessary, wear appropriate personal protective equipment (PPE)**  Numbers 1 to 4 must be in place in all schools, all the time.  Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.  Number 6 applies in specific circumstances.  Phase one controls have been reviewed and are being followed.   * 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. * The school’s protocol in place and displayed in all classrooms. * PPE in place for all staff * All prevention measures 1-4 in place * Measure 5 in place through class and extended schools bubble | **L** | **L** | **SR MP** | **01/09/2020** | **Chair** |
| System of Control **- Responsive** | H | | 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  8) manage confirmed cases of coronavirus (COVID-19) amongst the school community  9) contain any outbreak by following health protection hub and PHE advice  **Numbers 7 to 9 must be followed in every case where they are relevant**  Phase one controls have been reviewed and are being followed.   * Guidance on reporting a suspected case has been downloaded on the school’s share point**.** * All staff and members of the school community to engage with track and trace | **L** | **L** | **SR** | **01/09/2020** | **SR Chair** |
| Poor hygiene practice – **specific -** **spread of potential infection at the start of the school day.** | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  The following new measures will need to be communicated to parents and pupils:   * Adjust start and end time – agree with governing body * Consider siblings – implications with children in different classes * Staggered timetable with:   C1 / 4 – 8.45 to 3.00  C2 / 5 – 8.55 – 3.10  C3 – 9.15 – 3.20   * Siblings will need to wait with parents on the bottom half of the playground. * Children will need to be supervised by parents until they have lined up. Amend lines on the playground to have 3 lines of 10 – 2 sets of * SLT on playground 5 mins before. * All staff collect children and be on the playground 5 mins before to supervise line up.   As a result, the risk of infection is reduced as pupils and staff arrive at school.  Transport:   * Follow LA guidance with regards to buses and measures to put in place * Communicate to parents with regards to bubbles / guidance * Set up a list of children travelling via bus – ensure system in place * Communicate timings with bus company – end of the school day at 3.20pm as this is latest group * Earlier children to go into breakfast class group from bus. * Staff responsible for collecting children from buses as previously   Breakfast club   * Arrive by 8.15 at the latest – but staggered arrival will reduce parents arriving altogether * Register in place and all places booked in advance – to ensure numbers sufficiently low. * Staff to supervise children in class bases to keep bubbles in place:   CJ C1/2 in C2  JG C3  JA C4/5   * Offer cereal bar – reduce need to handle food products. * Communicate to parents especially with regards to access to classrooms – one way system around school. Boards up outside each base for Breakfast club. SLT outside initially to support with this. * Source independent activities for the children – colouring, cyber coach, class wet play activities | **L** | **L** | **SR MP**  **All staff**  **SR – Gov meeting in Aug**  **MP / SR**  **All staff**  **SR / CM**  **PM**  **CM**  **All staff**  **CJ**  **SR MP**  **CJ WG** | **Planning in place by 17th July.**  **01/09/2020** | **Chair SR**  **SR** |
| Poor hygiene practice **– specific – toilet/changing facilities.** | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.   * Amendment: pupils using the toilets will be restricted and supervised but staff will endeavour to maintain a 2m distance at all time. * KS2 – rota system in place for one pupil at a time * KS1 – staff to be aware of reducing number in toilets at once, bearing in mind children may not be able to wait. | **L** | **L** | **SR MP**  **All staff**  **KS2 staff**  **Ks1 staff** | **01/09/2020** | **SR Chair** |
| Poor hygiene practice – **specific - end of the school day.** | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  The following new measures will need to be communicated to parents and pupils:   * Adjust start and end time – agree with governing body * Consider siblings – implications with children in different classes * Staggered timetable with:   C1 / 4 – 8.45 to 3.00  C2 / 5 – 8.55 – 3.10  C3 – 9.15 – 3.20   * Siblings will need to wait with parents on the bottom half of the playground. * Children will need to be supervised by parents until they have lined up. Amend lines on the playground to have 3 lines of 10 – 2 sets of * SLT on playground 5 mins before. * All staff collect children and be on the playground 5 mins before to supervise line up.   As a result, the risk of infection is reduced as pupils and staff arrive at school.  Transport:   * Follow LA guidance with regards to buses and measures to put in place * Communicate to parents with regards to bubbles / guidance * Set up a list of children travelling via bus – ensure system in place * Communicate timings with bus company – end of the school day at 3.20pm as this is latest group * Earlier children could go into breakfast class group from bus. * PM / CA responsible for collecting children from buses as previously   Extended provision:  After school Chill   * All bookings in place via FORMs. Ensure limit of numbers to 15 per bubble * All bookings paid for in advance * 2 bubbles: KS1 and KS2 to reduce contact. Clear register kept to ensure contacts can be traced * All handwashing and hygiene protocol to be in place * Additional staffing initially to ensure all measures work well * New door bell for Victorian Parish room to enable separate pick up * Provision to run until 5.30pm to enable enhanced cleaning * Review activities for the groups – reduce use of resources and ensure they can be cleaned weekly. | **L** | **L** | **All staff**  **SR**  **Gov**  **SR**  **CM**  **CM**  **PM**  **CM**  **CM**  **After school staff**  **SR – rota**  **CM ordered**  **WG**  **WG / SP** | **01/09/2020** | **SR MP Chair** |
| Ill health in school. | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Staff are informed of the symptoms of possible coronavirus infection,   * 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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](mailto:HealthProtectionHub@telford.gov.uk) * Copies of parent advice to be printed ready to give out if necessary * Email out link to book a test to parent   Phase one controls have been reviewed and are being followed.   * Communicate clearly to parent body the expectations around keeping children at home with any symptoms in Parent Guide * School protocol in place and communicated to all staff. * All classes and offices have protocol displayed. * Guidance on reporting a suspected case has been downloaded on the school’s share point**.** All staff to be aware of the protocol – review and ensure all able to follow this. | **L** | **L** | **SR**  **SR**  **SR**  **SR / MP**  **All staff** | **01/09/2020** | **SR**  **Chair** |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.  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:   * children’s ability to distance * the lay out of the school * the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)   Phase one controls have been reviewed and are being followed. The following updated controls:   * Pupils to stay in class bubbles. * Staff to stay in the same bubble (where possible) * Reduced staff numbers in staffroom (5) but keep to 15 minutes in the room. * Staggered start / finish times. * Staggered break and lunch times. * Lunches to be served in class bases. * Virtual assemblies. | **L** | **L** | **SR**  **MP**  **CM** | **01/09/20** | **Chair** |
| Mental Health and Wellbeing for pupils | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.   * Staff meeting focusing on PSHE / RSE planning with a specific focus on mental health and mindfulness 24/06/20. * Curriculum planning PD days 21st and 22nd July 2020. * Focus on mental health, mindfulness and physical exercises being timetabled daily. | **L** | **L** | **All staff**  **SENCO – SR**  **DSL** | **01/09/2020**  **PD day** | **SR** |
| A pupil is tested and has a confirmed case of coronavirus. | M | | In line with government advice:   * Follow guidance from the Test and Trace team in the Health Protection Hub   Government guidance has been followed and recorded following a suspected case (06/07/20).  Advice in Dealing with Incident procedure is stored on staff share point (10/07/20) | **L** | **L** | **SR/MP** | **01/09/2020** | **SR** |
| Insufficient staff to run face-to-face sessions for pupils.  Supply teachers and temporary staff | L | | * Minimise contact with staff and pupils * Maintain social distancing   Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective  Phase one controls have been reviewed and are being followed.   * Amendments; consider staffing implications * Ensure staff notify SR as early as possible if unwell * Cover supervisor in the event of single / short term teaching staff absence | **L** | **L** | **SR/MP** | **01/09/2020** | **SR Chair** |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Current measures reviewed and the following amendments will be implemented:   * Children to eat lunch in classrooms * Collected by TA staff with trollies from Kitchen * Use of external doors to class bases to reduce movement in school * Staff only to collect items such as photocopying etc. * Walkie talkies for all class bases in event of emergency   All existing measures will apply other than the staggered times may differ slightly. | **L** | **L** | **All staff** | **01/09/2020** | **SR MP** |
| Spread of infection in classrooms/shared areas. | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  All measures in master risk assessment remain in place.   * Bubbles of a size of 30 (31 class 2). Small extended school bubbles of 15 max in after school provision. * Seat pupils side by side, not face to face or side on * Class 2 to be in the hall to enable forward facing * Stagger movement around classroom * Staff to maintain social distancing * Individual equipment such as pens and pencils allocated for each pupil – pencil cases purchased * Allocate items such as books/toys to bubbles, to avoid mix use * Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours. Subject Leaders to consider long term plan to ensure classes not to mix. * Ideally, adults should maintain 2 metre distance from each other, and from children. This may not always be possible with younger children or children with complex needs * Remove unnecessary furniture for all classes * Avoid large gatherings such as assemblies – Monday / Friday assemblies to be virtual across the whole school * Reduce all pupil movement in corridors to necessity only – e.g. trips to toilet * Amend number allowed in staffroom to 4 – socially distanced. Stay in the staffroom 15 minutes only to allow for other staff to enter and eat lunch. All measures including staff to bring own cups, own cutlery – or use dishwasher. No items to be left on the side or in the sink. * Staff to ensure staff toilet area cleaned after each use. * Staff to ensure communal areas wiped down after use, including the hot water tank.   As a result, the risk of infection to staff and pupils in classrooms is reduced. | **L** | **L** | **SR**  **All staff**  **CM**  **Subject Leaders**  **All staff**  **All staff**  **SR**  **All staff**  **All staff** | **Planning in place by 17th July**  **Measures in place by 1st September** | **SR**  **Chair** |
| Music Lessons | M | | 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.   * School decision – no singing within classes as part of music lessons. * Music2the4 to be virtual lessons with Class 3 * Position pupils back to back or side to side * Music instruments – cannot be shared across classes and must be left for 72 hours before put back on the shelf for other classes to use. Keep in class cupboard prior to return. All instruments on the shelf will have been quarantined. * Subject leader to review long term curriculum and advise staff of appropriate activities | **L** | **L** | **All staff**  **MW**  **All staff**  **MW** | **1st September** | **MW**  **SR** |
| Physical Activities | M | | * Outdoor sports should be prioritised * Scrupulous attention to cleaning and hygiene   Schools should refer to the following advice:   * [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grass root sport * advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)   **School measures in place:**   * Equipment must not be shared across classes * Subject leader to review long term planning to ensure that all classes use different equipment up to half term. * Subject Leader to review documents above * Over half term equipment will not be used, then it can be put back into the store as it will have had over 72 hours quarantine | **L** | **L** | **SR / MP**  **MP**  **All staff** | **1st September** | **MP**  **JMor** |
| Breakfast club/After school provisions | M | | Breakfast club   * Arrive by 8.15 at the latest – but staggered arrival will reduce parents arriving altogether * Register in place and all places booked in advance – to ensure numbers sufficiently low. * Staff to supervise children in class bases to keep bubbles in place:   CJ C1/2 in C2  JG C3  JA C4/5   * Offer cereal bar – reduce need to handle food products. * Communicate to parents especially with regards to access to classrooms – one way system around school. Boards up outside each base for Breakfast club. SLT outside initially to support with this. * Source independent activities for the children – colouring, cyber coach, class wet play activities   After school Chill   * All bookings in place via FORMs. Ensure limit of numbers to 15 per bubble * All bookings paid for in advance * 2 bubbles: KS1 and KS2 to reduce contact. Clear register kept to ensure contacts can be traced * All handwashing and hygiene protocol to be in place * Additional staffing initially to ensure all measures work well * New door bell for Victorian Parish room to enable separate pick up * Provision to run until 5.30pm to enable enhanced cleaning * Review activities for the groups – reduce use of resources and ensure they can be cleaned weekly. | **L** | **L** | **SR**  **CJ / JA / JG**  **CM**  **CJ / JA / JG**  **CJ**  **SR**  **CJ / JA / JG**  **CM**  **WG – KS2**  **SP – KS1**  **CJ / ES KS1**  **PM / JG KS2**  **WG – cleaning**  **WG / SP** | **Planning in place by 17th July**  **Arrangements confirmed by 1st September** | **SR** |
| Poor pupil behaviour increases the risk of the spread of the infection. | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.   * Review Behaviour Policy in line with new expectations * Communicate above with all stakeholders | **L** | **L** | **All staff**  **SR** | **1st September** |  |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported. | L | | * 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   Phase one controls have been reviewed and are being followed. | **L** | **L** | **All staff**  **SENCO - SR** | **1st September** | **SR**  **Chair** |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | L | | * 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.   As a result, pupils with SEND and those concerned about returning to school are well supported. | **L** | **L** | **All staff**  **SENCO - SR** | **1st September** | **SR**  **Chair** |
| Increased number of safeguarding concerns reported after lockdown. | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  In addition:   * CPOMs will be in place in school for reporting all concerns. * Training for all staff with regards to this for PD day * Additional training for MP / WG will be completed | **L** | **L** | **All staff**  **DSL – SR, MP, MW** | **1st September**  **ongoing** | **SR**  **Chair** |
| Emergency evacuation due to fire etc. | L | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.   * Complete fire drill in week 2 of the Autumn term. * Review evacuation routes with more children in school and amend. | **L** | **L** | **All staff**  **DSL – SR, MP, MW** | **1st September**  **ongoing** | **SR**  **Chair** |
| Cleaning is not sufficiently comprehensive. | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed.  Points to consider and implement:   * putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: * more frequent cleaning of rooms / shared areas that are used by different groups. There are currently NO shared spaces. * frequently touched surfaces being cleaned more often than normal * Cleaning tick list remains in place for all touched surfaces etc. this must be completed daily and ticked to say completed. * Cleaning boxes in place for all class bases and shared areas – maintained by JA * different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet * hourly cleaning schedule on toilet doors to be completed by TA staff * Posters and reminders remain in place   By the end of the summer term, Public Health England will publish revised 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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). | **L** | **L** | **JA**  **JW**  **All staff**  **SR / MP** | **Measures in place – 17th July.**  **Cleaning materials ordered**  **Cleaning schedule in place for 1st September** | **SR** |
| Contractors, deliveries and visitors increase the risk of infection. | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed. | **L** | **L** | **Office staff**  **Kitchen staff** | **1st September** | **SR** |
| Professional Visitors | M | | Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.  Phase one controls have been reviewed and are being followed. | **L** | **L** | **Office staff**  **SR** | **1st September** | **SR** |
| Transport | M | | **Guidance from LA as follows:**   * No social distancing in place on the bus – this will be an additional bubble * Children to fill up the bus from the back and siblings seat together to reduce contact. Exit from the front. * Children should therefore have the same seat each journey.   **The fleet team will:**   * Ensure the driver has PPE * Have hand gel available for entrance and exit to the bus * Support with seating in terms of filling up from the back forwards and exiting in an orderly way from the front. * Ensure additional cleaning before and after routes * Carry cleaning equipment for emergency * Inform school / parent if a child states they feel unwell   **School will:**   * Ensure children wash hands on entry to school * Remind the children and parents about washing hands prior to journeys and on returning to home * Liaise with parents about arrangements detailed above, including the optional use of masks (not recommended for under 11 years) * Liaise with the transport team about seating * Engage with NHS track and trace should a child on a bus route exhibit symptoms or test positive | **L** | **L** | **SR**  **MP** | **1st September** | **SR** |
| Educational Visits | L | | * No overnight or overseas educational visits * Non-overnight domestic educational visits can resume * Pupils to be kept to the school bubbles * Destination should be COVID-secure   Phase one controls have been reviewed and are being followed.   * No school trips to be planned for the Autumn term. * Review end of term * Follow guidance for January Arthog trip booked. | **L** | **L** | **Office staff**  **SR**  **All staff** | **1st September** | **SR** |

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

**Capacity and organisation of teaching spaces, Staffroom and offices**

**Arrival to and departure from school, Movement around the school, Pupil expectations**

**Classroom allocations, Timetable arrangements, Classroom expectations**

**Role of teaching assistants**

**Break time plan, Lunchtime plan**

**Catering staff**

**Cleaning**

**Toilets**

**Transport**

* 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>