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| **Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020** **for High Ercall Primary School** |
| Assessment conducted by: Sarah RobertsMark Parton | Job title: Headteacher / Deputy Head | Covered by this assessment: **staff, pupils, parents, visitors to school,**  |
| Date of assessment: 27th May 2020 | Date of next review: Weekly review by SLT from 1st June.Review: 12th June – SR / MP | This document was written on 18th 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 Reception, 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 11May 2020:
	+ [Coronavirus (COVID-19): guidance for schools and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
	+ [Details on phased wider opening of schools, colleges and nurseries](https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries)
	+ [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/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](https://www.gov.uk/government/publications/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](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers)
	+ Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May )

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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. **LMH** |
| 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 controlsHead 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 | To ensure that all relevant guidance is followed and communicated:* The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly
* Senior staff all sent links from DFE – Head / Deputy. Both must read and share information / updates.
* Information on the school website is updated.
* Pupils updated via class teachers as necessary.
* Parents are updated by letter, email, twitter or website.
* Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email

As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | **L** | **L** | **SR****MP** | **Ongoing as new information or updates published.** | **Chair** |
| Poor communication with parents and other stakeholders | L | * All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems: email, TEAM meetings as required, direct notification, notice board in staff room.
* Head teacher to share risk assessment and all working protocol with all staff prior to further opening
* Updates shared with staff via email and directly as required
* Parents notified of expectations and risk assessment plan. Shared with parents via website, newsletter, parentmail.

As a result, all pupils and all staff working with pupils are adhering to current advice.  | **L** | **L** | **SR****MP** | **Ongoing as new information or updates published.** | **Chair****SR** |
| Lack of awareness of policies and procedures | L | * School leaders will ensure that all policies impacted on by coronavirus controls are updated
* All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:
* Health and Safety Policy – complete
* Infection Control Policy – complete. Training completed by all staff.
* First Aid Policy - LY / CM
* Intimate care policy - SR
* Behaviour policy - complete
* Business Continuity/Resilience – Emergency Action Pan
* All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
* The Health Protection (Notification) Regulations 2010
* Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
* DfE and PHE (2020) ‘COVID-19: guidance for educational settings’
* 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
* Staff are made aware of the school’s infection control procedures in relation to coronavirus via email and direct training w/b 1st June. Staff working protocol.
* 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. New home school agreement to be signed by all parents.
* 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 1 June 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.

As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school. | **M** | **M** | **SR****MP****LY (first aid)****CM (first aid)** | **8th June.****All policies complete and shared.** | **Chair** |
| High risk individuals – staff and individiuals | L | * Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19)
	+ Review with all staff whether they meet any criteria for extremely vulnerable, vulnerable or shielding via letter / email - **completed**
	+ Identify staff for risk assessment / staff to amend role in school
* Risk assessment for pupils with known medical conditions who currently have a care plan. Amend care plan and complete risk assessment.
* Risk assessment for staff / pupils with asthma – consider level of risk. Ensure medication in school if taken home and asthma care plans updated.
 | **M** | **M** | **SR****LY with CM** | **8th June****Risk assessments to be completed.** | **Chair** |
| Vulnerable staff and pupils | L | * children, young people and staff who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version) have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus.
* 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
* if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), 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
* staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household
* 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
 | **L** | **L** | **SR** | **8th June** | **Chair** |
| Poor hygiene practice in school - **General** | M | * Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)
* Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds
* School to use the E-Bug material
* School nurse to provide hand wash demonstrations or use of video in all classes. Revisit regularly.
* 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.
* Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors
* Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance
* 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
* Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. Observed by SR. Outside facilities for handwashing will be available from next week. Ensure risk assesments consider these – use of tap, water temperature.
* Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils
* All utensils are thoroughly cleaned before and after use
* Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day after break, at lunchtime and mid afternoon (2pm) and paper/hand towels are refilled every evening.

 MP check for use of schedules 12.6.20* Follow T&W cleaning in school guidance

As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. | **L** | **L** | **All staff** | **Posters in classrooms w/b1st June****Staff to plan for 1st day back** | **SR** |
| Poor hygiene practice – **specific – school entrance**  | L | * Clear signage in place regarding social distancing
* Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. Keep glass sliding window closed at all times when dealing with visitors.
* Administrator to have a written log of visitors/contractors – administrator to sign in and out all visitors.
* Areas touched to be wiped down – glass screen cleaned at the end of each day.
* Discourage parents from entering the school building via home school agreement.
* Reduce the amount of people accessing reception area at any one time
* 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

As a result, reception staff are protected. | **L** | **L** | **CM****JA****All other office staff** | **8th June** | **SR** |
| Poor hygiene practice – **specific – office spaces.**  | L | * Administrative staff to be located in different offices. Two staff only in main office to enable social distancing.
* Ensure distancing is maintained between desks
* 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

As a result, office practice in office spaces limits the risk of the spread of any infection. | **L** | **L** | **CM****JA****All office staff** | **1st June** | **SR** |
| Poor hygiene practice – **specific -** **spread of potential infection at the start of the school day.** | L | In line with government advice:* Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus
* Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. Reminders to wait at the bottom of playground
* Inform each year group and their parents of their allocated times for the beginning and end of their school day:

Key workers – 8.30am -3.30pmYR / Y1 – 9.00am – 3.00pmY6 – 8.45am – 3.15pm* Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival:
	+ One way system on the playground – entrance through vehicle gate, exit through pedestrian gate.
	+ Line up on demarcated 2m lines on the playground
	+ Staff to be on playground to meet groups.
* Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities. Markers in classrooms to facilitate queuing for handwashing.
* All staff to wash hands on arrival in school
* Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – home school agreement
* Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport –
* Transport update – 12.6.20. Fleet operating with small groups of children who are in the same bubble. National guidelines that children do not need to wear face coverings (12.6.20). Children need to wash hands immediately on arrival at school. Staff from the bubble need to collect pupils from the bus. MW / MP / KC. Check with SR about pupils.
* Issue information to pupils in relation to restrictions on their movement around the site – use of barrier tape to create zones and prevent access to central corridor of school.
* 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

As a result, the risk of infection is reduced as pupils and staff arrive at school. | **L****Transport risk is High – lack of info at present** | **L****H** | **All staff****SR** | **8th June****1st June – further information from transport** | **SR****Chair** |
| Poor hygiene practice **– specific – toilet/changing facilities.** | M | * Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)
* Staff to follow specific intimate care procedures – additional appendix issued
* 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. Set up system for access to toilets using pegs with initials so that pupils / staff know when a child is using the toilet.
* Provide paper towels instead of blow dryers (less risk of aerosol). Blow dryers have been isolated.
* Prop doors open where possible to reduce hand contact surfaces – wedges in doors of infant toilets to reduce contact.
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.  | **L****Intimate care appendix complete and shared.** | **L** | **All staff****SR****LY****CM** | **8th June** | **SR** |
| Poor hygiene practice – **specific - end of the school day.** | L | * Issue information to parents about departure procedures, including safe pick-up via email and home school agreement. Initial letter to be sent to parents identifying times for each group.
* Inform pupils and parents of their allocated times for the end of their school day:
	+ Key workers – 3.30pm
	+ YR/1 – 3.00pm
	+ Y6 – 3.30pm
* Inform pupils and their parents of the allocated exit points and pick up points:
	+ All groups pick up from the playground at allocated times.
	+ Use of yellow lines to distance the children
* Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely
* Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.
* Transport update – 12.6.20. Fleet operating with small groups of children who are in the same bubble. National guidelines that children do not need to wear face coverings (12.6.20). Children need to wash hands immediately on arrival at school. Staff from the bubble need to collect pupils from the bus. MW / MP / KC. Check with SR about pupils.
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, the risk of infection is reduced as pupils and staff leave school. | **L** | **L** | **All staff** | **8th June** | **SR** |
| Ill health in school. | H | * 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)
* Loss of taste or smell.
* 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)
	+ Additional PPF2 equivalent masks sourced for staff to use
* All staff are informed of the procedure in school relating a pupil becoming unwell in school.
	+ See protocol in place and displayed in all classrooms. Protocol in place.
* Any pupil who displays signs of being unwell is immediately brought to the isolation room (Head’s office). TA staff within the bubble responsible to follow protocol and isolate pupil.
* Any staff member who displays signs of being unwell immediately refers themselves to the isolation room, informs SR and is sent home (See guidance on Dealing with incidents at school)
* Staff ensure that any unwell pupils are moved to the Head’s empty office whilst they wait for their parent to collect them. Staff to remain in the room at 2m distance, wearing PPE to support the child. 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 in the front entrance of school, 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 PPF2 facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained
* If contact with a child or young person is necessary, then gloves, an apron and a PPF2 face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn. Visors have been sourced and will be available.
* 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 Head’s office where they can be at least two metres away from others.
* Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.
* Following a suspected case head teachers should follow the guidance in appendix 2
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

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. | **M** | **L** | **All staff to know protocol****LY – first aid lead****CM - office** | **8th June** | **SR****Chair** |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | M | * Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend via letter and email – to send to give sufficient notice.
* Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable. Governors agreed to match the group sizes to the measured capacity – which will mean groups are lower than 15 pupils.
* 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;
* 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 a small, consistent group and that small group stays away from other people and groups.* Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so
* Timetable reviewed and refreshed and programme communicated to teachers and staff
* No more than 15 children in a class where space allows – refer to Classroom sizes document for maximum capacity.
* Desks should be spaced as far apart as possible with 2m distancing. Spare furniture removed as much as possible to ensure ease of cleaning.
* Where possible, pupil movement to be limited to make social distancing easier – each class to operate in bubble using allocated classroom and outside space.
* Leaders to consider how best to supplement remote education for other pupils and year groups.

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. | **L** | **L** | **SR****MP****CM** | **1st June – key workers.****8th June for other year groups** | **Chair****SR** |
| Mental Health and Wellbeing for pupils | L | * Where year groups are returning to school we would expect leaders and teachers to;
* 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 (adjusted curriculum planned for to meet and support mental health and wellbeing).
* identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils
* 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. Liaise with all local secondary groups. Organise Year 6 group into secondary groups

Consideration of new national guidance for the statutory RSE and Health & Wellbeing Framework is being made and staff training will be in place through MP and SR. Government updates with training w/b 12.6.20  | **L** | **L** | **All staff****SENCO – SR****DSL** | **1st June** | **SR** |
| A pupil is tested and has a confirmed case of coronavirus.  | M | In line with government advice:* The rest of the class/group should be advised to self-isolate for 14 days (follow protocol and procedure measures).
* The Head teacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action.
* See advice in Dealing with Incident procedure

As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus. | **L** | **L**  | **SR/MP**  | **Procedures in place if required.** **1st June and ongoing** | **SR****Chair** |
| Insufficient staff to run face-to-face sessions for pupils. | L | * Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school
* (risk assessment completed – list completed).
* Protocols for staff to inform leaders if they need to self-isolate are clearly in place (protocols displayed in classrooms and in isolation room).
* Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate (follow LEA guidance and seek support).

As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. | **L** | **M** | **SR****MP** | **ongoing** | **SR****Chair** |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | L | * Staggered starts to be put in place for break time and lunchtime
* Staff only movement to the school hall to collect packed lunch for pupils. Children to collect lunch from the side in the classroom.
* Allocated outdoor areas for each year group to be identified for break time and lunchtime
* Lunchtime to be staggered for different year groups:
	+ Groups 1 and 3: 11.45 – 12.30
	+ Groups 2, 4, 5: 12.30 – 1.15
	+ Lunchtimes amended slightly to improve length of class times.
	+ 12.15 and 12.30 lunchtimes in operation.
* Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited.
* Pupils to be supervised in washing hands before and after lunch
* Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)
* Tables to be used to put out sandwich boxes for each class - be cleaned prior to use and at the end of session
* Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness
* All pupils to eat in the classroom or the outside area. Tables to be cleaned prior to eating and after by supervising staff. Maintain social distancing while eating.
* Pupils who bring own packed lunch, to eat in classrooms with other children.
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, the risk of infection during unstructured time is reduced. | **L** | **L** | **All staff** | **1st June onwards** | **SR****MP** |
| Spread of infection in classrooms/shared areas. | M | * All unnecessary items to be removed from classrooms and learning environments and stored elsewhere
* All soft furnishings and items that are hard to clean to be removed
* Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding maximum room capacity as measured.
* Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible
* Tissues and hand sanitiser to be located in each classroom/learning space
* Swing bins to be emptied at least twice daily in classrooms. Any open bins to be removed.
* Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open using door wedges.
* Where possible, windows to be opened to provide ventilation.
* Provide the children with their own packs of required equipment to reduce the risk of infection
* Staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use. iPads to remain in class groups and not returned to shared areas.
* Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use – Cleaning box located in the office area to be used with photocopier and offices. Staff responsible to wipe at the start and end of the day.
* Shared teaching resources to be cleaned prior to and after use. EYFS equipment boxes to be set up for each pupil. Any other equipment used by individuals needs to be cleaned using Milton tablets at the end of each day prior to another pupil using.
* Sand tray must not be used by pupils.
* 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 area, including maximum numbers at any one time:
	+ 3 staff in at any one time maximum.
	+ Use outside space through fire door where possible.
	+ Staff to be reminded to adhere to social distancing at all times
* Hand sanitiser in place at photocopiers/shared keyboards/telephones etc
* Staff must wash and dry their own cups, plates and utensils, using disposable towels.
	+ Take home at the end of each day.
	+ Staff to bring in covered cups for use in the classroom.
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, the risk of infection to staff and pupils in classrooms is reduced. | **L** | **L** | **All staff** | **1st June** | **SR****MP** |
| Poor pupil behaviour increases the risk of the spread of the infection. | L | * Pupils are reminded of the behaviour policy on their return to school
* Behaviour Policy is shared with all parents prior to re-entry, referenced in the home -school agreement.
* 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

As a result, pupils and staff understand the behaviour policy/individual plans in context. | **L** | **L** | **All staff****Parents****Pupils** | **1st June onwards** | **SR****MP** |
| Pupils with complex / SEND needs are not adequately prepared for a return to school or safely supported. | L | * 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, for example) and share with parents and pupils prior to pupils returning to school.
* Follow T&W PPE guidance

As a result, pupils with complex needs are well supported. | **L** | **L** | **All staff****SENCO SR** | **1st June and ongoing** | **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 including social services.

As a result, pupils with SEND and those concerned about returning to school are well supported.  | **L** | **L** | **All staff****SENCO SR** | **1st June and ongoing** | **SR****Chair** |
| Pupils transported by the LA | H | * Specific arrangements for pupil transport have been agreed with Local Authority
* Parents will be informed about procedures for travelling on transport by the Fleet team.
* Children will only travel with others in their bubble or siblings.
* Parent responsible to put child safely on bus as normal procedure and wash hands prior to getting on.
* Collection in school from staff within bubble
* Children will wash hands on arrival in school.
* Wash hands prior to leaving school and get on bus.
* Parents advised to wash hands on return home,
 | **L** | **L** | **SR****CM** | **8th June****Amended 12th June 2020** | **SR****MP** |
| Increased number of safeguarding concerns reported after lockdown. | L | * 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.

As a result, safeguarding remains of the highest priority and practice. | **L** | **L** | **All staff****DSL – SR, MP, MW** | **1st June****ongoing** | **SR****Chair** |
| Emergency evacuation due to fire etc. | L | * Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained
* Practice fire drill completed in first week. Completed Friday 12th June. Noted and will be repeated w/b 15th June with other pupil groups.
* Leaders to communicate procedures to all staff
* 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. | **L** | **L** | **All staff** | **1st June****ongoing** | **SR****MP** |
| Cleaning is not sufficiently comprehensive. | M | * 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 – **SR / MP**
* Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning. Additional time allocated for toilet cleaning in the middle of the day.
* Whilst pupils are at break time and lunchtime, staff in class groups to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards. Checklist in place in all class areas to be ticked after cleans completed.
* Disposable gloves/wipes/sprays are next to photocopiers/printers etc
* Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).
* Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority

As a result, high standards of cleanliness are maintained in school. | **L** | **L** | **JA****JW****All staff****SR / MP** | **1st June** | **SR** |
| Contractors, deliveries and visitors increase the risk of infection. | M | * All contractors to be checked to ensure that they are essential visitors prior to entry to the school
* Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils
* All contractors/visitors to wash hands or utilise hand sanitiser 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 unless absolutely necessary.
* 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.

As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.  | **L** | **L** | **Office staff****Kitchen staff** | **1st June**  | **SR** |
| Professional Visitors including Crossbar Coach | L | * All visitors to be checked to ensure that they are essential visitors prior to entry to the school
* Pre questionnaire completed by professional visitor. If a regular visitor – this must be completed for EACH visit.
* Share all protocol and new policies with any regular visiting coach. Ensure full understanding.
* Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils unless directed to do so.
* 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

As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.  | **L** | **L** | **Office staff****SR** | **8th June** | **SR** |

**Actions following risk assessments:**

|  |  |  |
| --- | --- | --- |
| **Actions** | **Responsibility** | **Date** |
| Ensure all policies reviewed as per list in risk assessment* + Including emergency evacuation
 | SR | 1st June |
| Communication:* + Meet with staff team to share all policies, risk assessment, protocol
	+ Share expectations with parents – letter, email, availability on web site
	+ Governors to sign to risk assessment
 | SR / MP | 8th June |
| Complete risk assessments:* + Staff members
	+ Individual pupils
 | SR | 8th June |
| All teaching staff to review E-bug material for use in classrooms plus NHS video for handwashing | All staff | 8th June |
| Re-mark out the playground and outside spaces | MP | 1st June |
| Ensure ill-health protocol in place and communicated with all | SR / LY | 8th June |
| PPE equipment – pick up from LA and additional masks. Query fitting of masks through Governor | MP | 1st June |
| Check posters up in all classrooms as reminders for pupils* + Social distancing
	+ Handwashing
	+ Catch it, bin it signs
 | All staff | 8th June |
| Display all cleaning checklists in classrooms | JA | 8th June |
| Wipes / spray / gloves with disposable cloth by photocopier and by telephones  | JA | 8th June |
| Set up toilet system with pegs | All staff | 8th June |
| Ensure stickers instead of lanyards in place for any onsite visitors | CM | 8th June |
| Transport – liaise with LA with regards to pupils entitled to transportEnsure aware of class groups and mixingLiaise with parents | SR / CM | 8th June |
| Walkie talkies or phone for all class groups* + Phone from MP1 room to C3
	+ 3 walkie talkies to all other class bases and 1 in the office
 | MP | 8th June |
| Remind staff to bring in own cups | SR | 1st June |
| Review with staff PE and appropriate games activities for outside and playtimes* + Staff to teach children games they can play
 | MP | 8th June |

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>