



**Coronavirus (COVID-19): Risk Assessment Action Plan for transition weeks WB 6<sup>th</sup> July 2020**

**for Donnington Wood CE School**

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| Assessment conducted by: Robert Fox (Head and Health and Safety manager), Steve Jones (Chair), Claire Worthington (H and S and gov for health and Safety) and Stuart Bailey (premises manager) | OUR VERSION 5 Friday 3/7/20                           | Covered by this assessment: <b>Transition weeks.</b>  |
| Date of assessment: 3/7/20 Transition<br>Date of First review: 2/6/2020<br>Review for increase in pupils: 19/06/2020   | New Review because transition and change in guidance. | This document was written on 18 <sup>th</sup> May 2020 and you must ensure you are completing the newest format |

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups **Y6 while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

| <b>Key:</b>   |  |   |  |  |                           |                                 |                           |
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| 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.  |   |  |  |                           |                                 |                           |
| Impact:   | Could be L/M/H or numeric, depending on what is used in the school setting.  |   |  |  |                           |                                 |                           |
| Likelihood:   | Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>                      |   |  |  |                           |                                 |                           |
| Responsible person:   | The identified staff member(s) responsible for implementing the risk controls (final sign off Friday)<br><br>Head Teacher Sign ..... Date .....<br>Chair of Governors sign ..... Date .....  |   |  |  |                           |                                 |                           |
| Completion Date:  | The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b> |   |  |  |                           |                                 |                           |
| Line Manager Check:   | Sign off to ensure that the risk has been minimised as far as possible.  |   |  |  |                           |                                 |                           |
| <b>Risk Description/Area of Concern</b>   | <b>Level of risk prior to control<br/>&lt;&gt;</b>   | <b>Risk Controls</b>  | <b>Level of risk is now<br/>&lt;&gt;</b> | <b>Likelihood<br/>&lt;&gt;</b>   | <b>Responsible person</b> | <b>Planned completion Date</b>  | <b>Line Manager Check</b> |
| The school lapses in following national guidelines and advice, putting everyone at risk | Informs of risk. We are getting information.<br><br>H- local risk/national risk.   | To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors,</li> </ul> | <b>L</b>                                 | <b>M Constants changes Review so ensuring staff have correct Versions.</b> | RF<br>CW<br>SJ            | <b>Constantly updated-daily</b> | RF                        |

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|  |                                   | <p>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</p> <ul style="list-style-type: none"> <li>• Government track and trace information.</li> <li>• Daily and weekly reviews of this risk assessment in line with changes, updates.</li> <li>• <b>Digital Copies to be shared with all.</b></li> </ul> <p>As a result, the <u>school has the most recent information from the government</u>, and this is distributed throughout the school community.</p>       |  |  |                                    |                 |           |
| Poor communication with parents and other stakeholders | H- local situation and compliance | <ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>• All parents rang and discussed.</li> <li>• Head teacher to share risk assessment with all staff and <b>clear cycle of communication and review.</b></li> <li>• Parents notified of risk assessment plan and shared with parents via website.</li> <li>• Contract with parents- also translated- will be shared and agreed to on the phone. Parents who do not comply; child will not be allowed to enter school.</li> </ul> | <p><b>M-compliance from community and education.</b></p> <p><b>In school L risk.</b></p> | <p><b>M-information with parents in local community/ maintain social bubble- already have concerns</b></p> | RF<br>CW for local area assessment | <u>Constant</u> | <u>RF</u> |

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|  |   | <ul style="list-style-type: none"> <li>Temp check on arrival and reduced transmission contact.</li> <li>If discovered not abiding by rules, pupils will be unmanageable risk and therefore not let in.</li> <li>All know key staff roles, listed below.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>   |   |  |   |   |           |
| Lack of awareness of policies and procedures | H | <ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy (RA Amendment)</li> <li>➤ Infection Control Policy (In Doc Folder)</li> <li>➤ First Aid Policy (in office and RA)</li> <li>➤ Intimate care policy (RA)</li> <li>➤ Behaviour policy</li> <li>➤ Business Continuity/Resilience (in health and safety policy- infants)</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> </ul> </li> </ul> | L | <b>L- check that it is read through quiz and dry runs.</b> | <b>RF to share CW amendments to policies. ALL STAFF</b> | <b>Constant Run throughs on Friday 3<sup>rd</sup> July.</b> | <b>RF</b> |

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|  |  | <ul style="list-style-type: none"> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' (see links)</li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• A comprehensive and current list of key staff members available each day</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email (MY day and Risk Assessment)</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff every day. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Daily electronic briefing issued to staff.</li> </ul> |  |  |  |  |  |
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|                             |   | <ul style="list-style-type: none"> <li>Pupil Quiz during their week as to procedures.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>  |  |   |                           |         |    |
| High risk individuals       | H | <ul style="list-style-type: none"> <li>Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19)</li> <li><b><u>Satff to remain 2 m away.</u></b></li> <li>TW survey and Occ Health.</li> </ul>  | L Individual risk assessments in place.  | L | At risk staff.            | Ongoing | RF |
| Vulnerable staff and pupils | H | <ul style="list-style-type: none"> <li>children, young people and staff who have been classed as <u>clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect people in this category to be attending school 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.</li> <li>Discussed in phone calls.</li> <li>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</li> <li>if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as</li> </ul> | <p>M- individual pupils RA as and when needed. Gov advice has developed.</p> <p>Parent contract to make explicit and individual plans if needed.</p> | L | At risk staff and pupils. | Ongoing | RF |

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|  |   | <p>set out in the <u>guidance on shielding</u>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home</p> <ul style="list-style-type: none"> <li>• staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household</li> <li>• protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</li> </ul> |          |  |  |                             |           |
| Poor hygiene practice in school - <b>General</b> | <ul style="list-style-type: none"> <li>• H</li> </ul> | <ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school.</li> <li>• Daily reminders of rules and procedures (covered in My day Document).</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• School to use the E-Bug material</li> </ul>  | <u>L</u> | <u>M – but managed with supervision and additional handwashing Gels.</u> | <u>Rf Cleaning team, Mr Bailey and Mr Jones.</u> | <u>Complete and ongoing</u> | <u>RF</u> |

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|  |  | <ul style="list-style-type: none"> <li>• Video demonstrations and Supervised washing of hands.</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>• Where possible all pupils to have own tissues and gels.</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> </ul> |  |  |  |  |  |
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|   |   | <ul style="list-style-type: none"> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils.</li> <li>• All utensils are thoroughly cleaned before and after use (school cook team)</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day <b>twice</b> and paper/hand towels are refilled regularly <b>every day as needed</b>.</li> <li>• Follow T&amp;W cleaning in school guidance</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> |   |   |  |                 |           |
| Poor hygiene practice – <b>specific – school entrance</b> | H | <ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Visitors and parents restricted on site.</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Remove screen signing system, receptionist to have a written log of visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</li> <li>• Reduce the amount of people accessing reception area at any one time</li> </ul>   | L | L | <b>Mrs Worthington</b><br><b>Mr Bailey</b><br><b>Mr Fox</b><br><b>Mrs Bailey</b> | <b>Complete</b> | <b>RF</b> |

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|  |   | <ul style="list-style-type: none"> <li>Rearrange/remove furniture in reception area to facilitate social distancing.</li> <li>Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, reception staff are protected.</p>  |                         |          |  |                 |           |
| Poor hygiene practice – <b>specific – office spaces.</b> | H | <ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> <li>Ensure distancing is maintained between desks</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>Each individual responsible for wiping down equipment such as printers</li> <li>Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p> | <u>L</u>                | <u>L</u> | <u>Mrs Worthington</u><br><u>Mrs Bailey</u><br><u>Miss Armstrong</u> | <u>Complete</u> | <u>RF</u> |
| Poor hygiene practice – <b>specific</b>                  | H | In line with government advice:   | <u>M- our processes</u> | <u>M</u> | <u>Mr Fox</u><br><u>Mr Rawson</u>                                    | <u>Complete</u> | <u>RF</u> |

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| <p>- spread of potential infection at the start of the school day.</p> |  | <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus (parent contract)</li> <li>• First aiders to take temperature of pupils on arrival at classroom door.</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up (My Day letter).</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day <a href="#">in parent contract</a>.</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival <a href="#">in parent contract</a>.</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and</li> </ul> | <p><u>have minimised risk however, cannot eliminate- especially as children.</u></p> |  | <p><u>First Aiders</u></p> |  |  |
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|   |   | <p>pupils of restrictions and plans relating to school transport</p> <ul style="list-style-type: none"> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>   |  |  |  |  |  |
| <p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p> <p><b>Not applicable, however if needed, supported by parents.</b></p> | H | <ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures.</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Restrict numbers of children using the toilets to ensure 2m social distancing is maintained</li> <li>• Provide paper towels instead of blow dryers (less risk of aerosol)</li> </ul> |  |  |  |  |  |

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|  |   | <ul style="list-style-type: none"> <li>• Prop doors open where possible to reduce hand contact surfaces</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>  |   |   |                                    |          |    |
| Poor hygiene practice – <b>specific - end of the school day.</b> | H | <ul style="list-style-type: none"> <li>• Issue information to parents about departure procedures, including safe pick-up</li> <li>• Inform pupils and parents of their allocated times for the end of their school day <a href="#">in parent contract</a></li> <li>• Inform pupils and their parents of the allocated exit points and pick up points <a href="#">in parent contract</a>.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <li>• 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.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if</li> </ul> | L | M-<br>congregation<br>and walking<br>home not in<br>their<br>bubbles.<br>Supervise. | SLT on gate,<br>Class<br>teachers. | Complete | RF |

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|                       |   | <p>unable to complete notify the Local Authority</p> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>  |   |   |  |   |                  |
| Ill health in school. | H | <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ Loss of taste or smell.</li> </ul> </li> <li>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools)</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>Any pupil who displays signs of being unwell is immediately referred to <a href="#">First aiders, Mrs Worthington and Miss Owen.</a></li> <li>Any staff member who displays signs of being unwell immediately refers</li> </ul> | <p><u>L/M/H</u></p> <p><u>This is still evolving, we will limit risk through actions, but waiting for R number from Government.</u></p> | <p><u>M / H – unsure of risk level in local area. We will assume they have. Part of reason for temp checks.</u></p> | <p><u>All Staff</u><br/><u>All Parents</u><br/><u>All Pupils</u><br/><br/><u>Fist Aiders</u></p> | <p><u>Ongoing</u><br/><br/><u>PD risk assessment and My day Document.</u></p> | <p><u>RF</u></p> |

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|  |  | <p>themselves to <a href="#">First aiders</a> and is sent home (See guidance on Dealing with incidents at school)</p> <ul style="list-style-type: none"> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty 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</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom <a href="#">Year 6</a> which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in <a href="#">Outside</a></li> </ul> |  |  |  |  |  |
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|   |   | <p>classroom/in Spiritual Garden Office/Mr Rawson Shed where they can be at least two metres away from others</p> <ul style="list-style-type: none"> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Following a suspected case head teachers should follow the guidance in appendix 2, <b>but while national risk is higher, we will only send the child with symptoms home.</b></li> <li>• Parents must take their child for a test, and must provide evidence of it before next step taken.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> |          |   |  |                        |  |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | H | <ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend Contract and MY day)</li> <li>• There will be up to 15 pupils per bubble, these will be spaced to a 1m+ range.</li> </ul>   | <u>L</u> | <b><u>Initial M when return, will educate through video and photos. training every day to</u></b> |  | <b><u>Complete</u></b> |  |



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|  |  | <ul style="list-style-type: none"> <li>• We will endeavour to keep pupils facing forward where possible.</li> <li>• Unlike older children and adults, early years and primary age children cannot be expected to remain 1m+ metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out; <ul style="list-style-type: none"> <li>➤ Avoiding contact with anyone with symptoms</li> <li>➤ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➤ Regular cleaning of settings</li> <li>➤ Minimising contact and mixing</li> </ul> </li> </ul> <p>Creation of bubbles and two distinct teams in school.</p> <ul style="list-style-type: none"> <li>• When moving around school Children will be kept 2 metre apart.</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• All resources will be individual and be ready for start of day.</li> <li>• Staggered start time and end time.</li> <li>• See My day Plan for pupils.</li> <li>• All parents contacted.</li> <li>• Desks should be spaced as far apart as possible to reduce risk.</li> </ul> |  | <b><u>reduce this to L</u></b> |  |  |  |
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|  |   | <ul style="list-style-type: none"> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> <li>Pupils to have individual resource banks, minimising reasons to get out of chair.</li> <li>Online learning to continue.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>   |            |                                      |   |         |           |
| Mental Health and Wellbeing for pupils | <ul style="list-style-type: none"> <li>H</li> </ul> | <p>We will:</p> <ul style="list-style-type: none"> <li>Priorities mental health and support for pupils.</li> <li>We will teach and provide opportunities for staff and pupils to reflect based on school values.</li> <li>Develop coherent curriculum.</li> <li>Create individual plans for SEND and Pastoral needs.</li> <li>Liaise with Secondary schools for transition.</li> <li>Creation of break out spaces in school for additional support.</li> </ul> <p>As a result pupils feel safe to return to school and access learning and life.</p> | <u>L</u>   | <u>H- key part of the curriculum</u> | <u>RF Miss Ganderton and Pastoral team.</u> | Ongoing |           |
| A pupil is tested and has a            | H   | Please note: We will continue to check temps and send home any child with a  | <u>M/H</u> | <u>local risk is constantly</u>      | <u>Mr Fox First Aiders</u>                  | Ongoing | <u>RF</u> |

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| confirmed case of coronavirus.                              |   | <p>high temp. If two pupils in same bubble have high temp the bubble will close until test results return.</p> <p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• The rest of the class/group should be advised to self-isolate for 14 days</li> <li>• The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>• See advice in Dealing with Incident procedure</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> |          | <u>reviewed by government and PHE</u> |               |         |  |
| Insufficient staff to run face-to-face sessions for pupils. | <ul style="list-style-type: none"> <li>• H</li> </ul> | <ul style="list-style-type: none"> <li>• Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place (the bubble will close)</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. (covered in school or bubble closes dependent on numbers)</li> <li>• If a member of staff covered another bubble, there will need to be a wider closure if symptoms develop.</li> </ul>  | <u>L</u> | <u>L</u>                              | <u>Mr Fox</u> | Ongoing |  |

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|  |   | As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.  |          |          |   |                             |           |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | H | <ul style="list-style-type: none"> <li>Staggered starts to be put in place for break time and lunchtime</li> <li>Members of staff will supervise this, Mr Fox and individual bubble leads.</li> <li><a href="#">One-way circulation</a> where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. See My Day document.</li> <li>Allocated outdoor areas for each year group to be identified for break time and lunchtime</li> <li>Lunchtime to be staggered for different year groups <a href="#">see my day</a>.</li> <li>Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>Pupils to eat lunch at their desks in classroom.</li> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> <li>Tables to be cleaned prior to use, between year groups and at the end of session</li> </ul> | <u>L</u> | <u>L</u> | <u>Mr Fox</u><br><u>All Staff</u><br><u>Cook Team</u> | <u>Complete and ongoing</u> | <u>RF</u> |

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|   |   | <ul style="list-style-type: none"> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch</li> <li>• Clear one way system detailed and sign posted. " main groups of Red and Blue in half of the school to minimise transmission. This is shared in My Day document.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p> |          |          |   |   |  |
| Spread of infection in classrooms/shared areas. | H | <ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>• All soft furnishings and items that are hard to clean to be removed or closed off.</li> <li>• Class sizes reduced to ensure social distancing can be adhered to, with desks around 1m+ away. With Max of 15 tables.</li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> </ul>   | <u>L</u> | <u>L</u> | <b><u>Mr Fox</u></b><br><b><u>All staff</u></b><br><b><u>Cleaning</u></b><br><b><u>Team</u></b> | <b><u>Complete</u></b><br><b><u>and ongoing</u></b> |  |

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|  |  | <ul style="list-style-type: none"> <li>• Tissues and hand sanitiser to be located on each desk.</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Inform all the pupils that they must NOT bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use <b>Daily and provided on desk, (however on if emergency)</b></li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time <b>1 in toilet- team only in staff room with allocated desks.</b> Staff to be</li> </ul> |  |  |  |  |  |
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|   |   | <p>reminded to adhere to social distancing at all times</p> <ul style="list-style-type: none"> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>  |            |            |   |                             |  |
| Poor pupil behaviour increases the risk of the spread of the infection. | H | <ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>• Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• MAPA team provided with PPE (visor and gloves).</li> <li>• Promote Flight strategies and Mapa guidance with pupils.</li> <li>• Follow T&amp;W PPE guidance</li> </ul> | <u>M/L</u> | <u>M/h</u> | <u>Behaviour and Pastoral Team</u><br><u>Mr Fox</u><br><u>MAPA Team</u> | <u>Complete and ongoing</u> |  |

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|   |   | As a result, pupils and staff understand the behaviour policy/individual plans in context.   |                                     |  |   |                                    |                  |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported. | H | <ul style="list-style-type: none"> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Reduce number of pupils in groups for those who need more support social distancing.</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p> | <u><b>LMH Individual plans.</b></u> | <u><b>M – reinforce rules each day and plans in place.</b></u> | <u><b>Behaviour and pastoral team</b></u> | <u><b>Complete and ongoing</b></u> | <u><b>RF</b></u> |
| Vulnerable pupils and pupils with SEND do not receive appropriate support.                        | M | <ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Ben Bedazzle Video Conferencing</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>  | <u><b>L/M Individual plans.</b></u> | <u><b>L/M Individual plans.</b></u>                            | <u><b>SEND and Behavioural team.</b></u>  | <u><b>Complete and ongoing</b></u> | <u><b>RF</b></u> |



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| Increased number of safeguarding concerns reported after lockdown. | H   | <ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils through articulate and PHSE work.</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns- not attached to bubbles. One DSL per bubble.</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing. CPMOS</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>                          | <u>L</u> | <u>H</u> | <u>DSL team</u><br><u>All Staff</u>        | <u>Tuesday 2<sup>nd</sup> June</u>               | <u>RF</u> |
| Emergency evacuation due to fire etc.                              | <ul style="list-style-type: none"> <li>H</li> </ul> | <ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained- shared with staff.</li> <li>Practice fire drill completed every week as new children starting.</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p> | <u>L</u> | <u>L</u> | <u>All Staff</u><br><u>Mrs Worthington</u> | <u>Complete and ongoing Practice every week.</u> | <u>RF</u> |
| Cleaning is not sufficiently comprehensive.                        | H   | <ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> </ul>  | <u>L</u> | <u>L</u> | <u>Cleaning Team</u>                       | <u>complete</u>                                  | <u>RF</u> |

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|   |   | <ul style="list-style-type: none"> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures (Mr Bailey and Mr Jones)</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning- Hours increased at end of day and on Friday.</li> <li>• Whilst pupils are at break time/lunchtime, Mr Bailey to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> <li>• School Closes on Friday and Earlier each day to increase effectiveness of staff cleaning.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p> |          |          |   |  |           |
| Contractors, deliveries and visitors increase | H | <ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> </ul>  | <u>L</u> | <u>L</u> | <u>Office Staff</u><br><u>Mr Bailey</u> | <u>Wednesday</u><br><u>3<sup>rd</sup> June</u> | <u>RF</u> |

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| the risk of infection. |  | <ul style="list-style-type: none"> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the</p> | <u><b>Nobridge-<br/>outside only<br/>PHS- after<br/>school<br/>Little Village-<br/>creation of<br/>individual<br/>action plan.</b></u> |  |  |  |  |
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|                       |   | risk to other members of the school is minimised.  |   |   |                            |                          |                  |
| Professional Visitors | H | <ul style="list-style-type: none"> <li>• All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Pre questionnaire completed by professional visitor and temp taken.</li> <li>• Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</li> <li>• All professional visitors to wash hands on entry to the school site</li> <li>• Professional visitors are directed to specific/designated handwashing facilities</li> <li>• To work in allocated area: Empty Class room/outside.</li> <li>• All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>• Professional visitors to bring own food, drink and utensils onto site.</li> <li>• Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p> | <b><u>M- as they will have come from different bubbles- however actions will reduce risk.</u></b> | <b><u>M – Social worker visits.</u></b> | <b><u>Office staff</u></b> | <b><u>Cpcomplete</u></b> | <b><u>RF</u></b> |

[School-specific arrangements relating to risk assessment that may need additional detail:](#)

[See My Day document attached on website for details on this. Staff version approved by LA. All items below considered and risk reduced.](#)

**Capacity and organisation of teaching spaces/ Arrival to and departure from school / Movement around the school / Classroom allocations / Timetable arrangements / Role of teaching assistants / Break time plan / Lunchtime plan / Catering staff / Cleaning/ Toilets / Staffroom and offices / Transport / Classroom expectations / Pupil expectations**

#### **Key Staff**

**Mr Fox Head Blue and Red team**

**Mr Rawson Deputy, Red team, behaviour lean**

**Mrs Poyner, Assistant head, Blue Team**

**First aiders**

**Miss Armstrong**

**Miss Worthington**

**Miss Owen**

#### **Cleaning Team**

Mr Bailey, Mr Jones, Barb and Janet

DSLs

Mr Fox, Mr Rawson and Miss Ganderton

SEND

Mrs Davies.

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>