

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

### Woodsetton School

This document is to be used in conjunction with all other guidance and procedures linked to the phased re-opening of schools as from 1<sup>st</sup> June 2020

Assessment conducted by: K Beer/George Craig	Job title: Headteacher/School Improvement Partner	Chair of Governors: Glyn Byrne
Date of assessment: 30 <sup>th</sup> May 2020 Last updated: 5 <sup>th</sup> June 2020	Date of next review: w.c. 15 <sup>th</sup> June 2020 and fortnightly thereafter	

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 **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 must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken

Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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	High	<p>To ensure that all relevant guidance is followed and communicated:</p> <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 and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils/parents/staff updated via classrooms/emails/parent hub as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by parent hub/email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	KB in first instance cascading down to relevant SLT/office manager	Ongoing as advice is coming in on a Daily basis	KB
Poor communication with parents and other stakeholders	High	<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>Headteacher to share risk assessment, Recovery Plan and other associated documents with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website/parent hub.</li> </ul>	Low	Low	KB	w.c. 1 <sup>st</sup> June 2020	KB

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff, pupils, volunteers and Governors will make themselves aware of all relevant updates to policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>- Fire safety policy</li> </ul> </li> </ul> <p>COVID FILE TO BE PLACED ON THE SCHOOL T:DRIVE WITH ALL DOCUMENTATION AVAILABLE FOR ALL STAFF IN CENTRALISED PLACE. PAPER COPIES AVAILABLE FOR STAFF ON REQUEST</p> <ul style="list-style-type: none"> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <a href="https://www.hse.gov.uk/riddor/">https://www.hse.gov.uk/riddor/</a></li> <li>- The Health Protection (Notification) Regulations 2010 <a href="http://www.legislation.gov.uk/uksi/2010/659/contents/made">http://www.legislation.gov.uk/uksi/2010/659/contents/made</a></li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' <a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></li> </ul> </li> </ul>	Low	Low	KB	w.c. 1 <sup>st</sup> June 2020	KB
				Low	KB	w.c. 1 <sup>st</sup> June 2020	KB

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. <b>ALL STAFF TO COMPLETE TRAINING BEFORE OPENING TO CHILDREN</b> <a href="https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention">https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</a> - Free course</li> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/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 on the first morning that they arrive in school. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Daily briefing issued to staff <b>via electronic methods.</b></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>		Low	KB/SA to lead CPD All staff to complete  Letter to go out to all Parents with clear guidelines KB	w.c. 1 <sup>st</sup> June 2020  w.c. 1 <sup>st</sup> June 2020	KB  KB
Poor hygiene practice in school - <b>general</b>	High	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the</li> </ul>	Low	Low	SD/Class teachers	w.c. 1 <sup>st</sup> June 2020	SD/Class teachers

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>hygiene practice required in school (e.g. washing hands before entering and leaving school)</p> <ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</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, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance <a href="https://www.gov.uk/government/publications/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</a></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> </ul>		<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>All teaching and support staff</p> <p>Teaching staff</p> <p>SD for ordering and reception areas. Teachers to check and maintain within classes.</p> <p>KB</p> <p>SD for ordering. Teachers to check and maintain</p>	<p>From 1<sup>st</sup> day of pupils return to school</p> <p>From 1<sup>st</sup> day of pupils return to school</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>Teaching staff</p> <p>SLT</p> <p>SLT</p> <p>KB</p> <p>Caretaker to confirm and SLT to be notified</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas <b>Bubbles to use allocated sinks and toilet areas and use one in – one out system</b></li> <li>• Pupils and staff do not share cutlery, cups, food or utensils. <b>Use of Grab bags for those requiring a meal and FSM students once available. Children and Staff to bring in their own meals, water bottles, drinking beakers, cups, crockery and cutlery. Anyone who needs to use school resources to ensure these are washed in dishwasher at highest temperature setting.</b></li> <li>• All utensils are thoroughly cleaned before and after use <b>Utensils should not be required but if needed should be cleaned in Dishwasher at highest temperature setting.</b></li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day (<b>before and after lunchtime and at end of the day</b>) and paper/hand towels are refilled regularly – <b>to be checked hourly by Support Staff in School</b>. Touch points are also cleaned hourly in classrooms and around school.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>		<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>within classes. Cleaners to oversee toilet areas</p> <p>All Staff</p> <p>All staff</p> <p>All staff</p> <p>Cleaning staff/support staff</p>	<p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>of any issues</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – <b>specific – school entrance</b>	Medium	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing <b>Signs and posters on view around school and in foyer/entrance</b></li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors – <b>Additional screen already fitted in reception and no access without consent to the main area of the school due to door release system.</b></li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building – Letter to parents explaining new routines</li> <li>• Rearrange furniture in reception area to facilitate social distancing. <b>REMOVAL OF SOFT FURNISHINGS/CHAIRS FROM FOYER SOCIAL DISTANCING WHEN ENTERING FOYER AREA ONLY STAFF AND DELIVERIES TO USE MAIN ENTRANCE AS FROM 1<sup>ST</sup> JUNE UNLESS PRE ARRANGED</b></li> <li>• If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. – Only staff and deliveries will be using main entrance into and out of school As a result, office staff are protected.</li> </ul>	Low	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Office staff to maintain and give instruction to visitors.</p> <p>Cleaning and Office Staff</p> <p>Cleaning and Office Staff</p> <p>KB – letter; All staff</p> <p>Office staff</p> <p>All staff</p>	<p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>SD</p> <p>SD</p> <p>SD</p> <p>KB</p> <p>SD</p> <p>KB</p>
Poor hygiene practice – <b>specific – office spaces.</b>	Medium	<ul style="list-style-type: none"> <li>• Start and end times for administrative staff are staggered to support social distancing – one member of office staff per office to be in school at any one time</li> </ul>	Low	Low	SD to co-ordinate timetable with office staff	1 <sup>st</sup> June 2020 + ongoing thereafter	SD

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		<ul style="list-style-type: none"> <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> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>		Low	Office staff	1 <sup>st</sup> June 2020 + ongoing thereafter	SD
				Low	Office staff	1 <sup>st</sup> June 2020 + ongoing thereafter	SD
				Low	Office staff	1 <sup>st</sup> June 2020 + ongoing thereafter	SD
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p><b>HIGH</b></p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus <b>POSTERS ON DISPLAY AROUND SCHOOL AND INFO SHARED WITH PARENTS IN BEHAVIOUR POLICY UPDATE AND CHARTER AGREEMENT</b></li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up <b>To be done via individual letter to pupils attending school</b></li> <li>Inform each bubble and their parents of their allocated times for the beginning and end of their school day <b>To be done by individual student letter</b></li> <li>Inform each bubble and their parents/escorts of taxis of the allocated drop off areas / entrance and exit points to school and where they should wait with their child on arrival. Pupils arriving via taxi – escorts and drivers to stay inside taxi and one member of staff</li> </ul>	<p><b>Medium</b></p>	<p>Medium</p>	<p>Parents and Visitors to be notified via letter and through posters</p>	<p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>Reception Staff to call SLT for clarification if needed.</p>
			<p>LOW</p>	<p>Low</p>	<p>KB</p>	<p>Prior to returning to school</p>	<p>KB</p>
				<p>Low</p>	<p>KB</p>	<p>Prior to returning to school</p>	<p>KB</p>
				<p>Low</p>	<p>KB</p>	<p>Prior to returning to school</p>	<p>KB</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>from bubble to collect pupil from taxi and escort him/her into school via playground entrance</p> <p>To be done by individual student letter and through SLT on the only entrance into playground.</p> <p>Pupils arriving by taxi to be collected by a member of staff from the bubble and enter school via playground entrance</p> <p>Review process as more pupils start arriving by taxi but at present only one pupil per taxi.</p> <p><b>ANY CONCERNS SHOULD BE RAISED WITH SLT IMMEDIATELY.</b></p> <ul style="list-style-type: none"> <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> </ul> <p>To be done in classrooms when entering and this can then be staggered and monitored closely by staff.</p> <ul style="list-style-type: none"> <li>• All staff to sanitise/wash hands on arrival in school pre/post signing in</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school or within the playground prior to the start of the school day</li> </ul> <p>The following points to be conveyed through letter sent before opening to more pupils. To be monitored by SLT at the beginning and end of the day.</p> <ul style="list-style-type: none"> <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</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> </ul>	<p style="background-color: #92d050; color: black;">Low</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Teachers and support staff</p> <p>All staff</p> <p>KB – letter SLT</p> <p>KB</p> <p>Teachers and support staff</p>	<p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June 2020</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>KB</p> <p>SLT</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Children are not to be used for 'jobs' (areas of normal responsibility) and will remain in their 'bubble area' within school during the day</p> <ul style="list-style-type: none"> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>Teachers and support staff to support and monitor hand washing throughout day – children to use either “bubble” sink or allocated sinks in toilets – when queuing to aim to maintain social distancing whenever possible.</p> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>		Low	SD for ordering. Teachers to check and maintain within classes. Cleaners to oversee toilet areas	1 <sup>st</sup> June 2020 + ongoing thereafter	SLT
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	High	<ul style="list-style-type: none"> <li>Adult supervision of these areas to avoid poor practice</li> <li>Children 'trained' in hygiene rules and routines as part of PSHE lessons on reintegration back into school</li> <li>Staff to wear additional PPE if supporting individual pupils with toileting routines – fluid resistant mask, gloves, apron, visors/face shield</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 <b>for Woodsetton School whilst also adhering to social distancing guidance – to be incorporated into individual pupil's risk assessment</b></li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	Medium	Medium	Trained staff who normally complete these daily routines.	Ongoing and as and when required.	SLT

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>		<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up  <i>To be done by individual student letter and through SLT on the only entrance into playground.</i>  Pupils departing by taxi to be taken by escort / bubble staff to taxi from playground pick up area at set staggered time.  Review process as more pupils start coming to school by taxi but at present only one pupil per taxi.  <b>ANY CONCERNS SHOULD BE RAISED WITH SLT IMMEDIATELY.</b></li> <li>Inform pupils and parents of their allocated times for the end of their school day  <i>To be done by individual student letter and through SLT on the only entrance into school.</i></li> <li>Inform pupils and their parents of the allocated exit points and pick up points - <i>Use of staggered timings to support number of people on school premises at any one time</i></li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to or after the end of the school day. If waiting to collect pupils, parents are to remain off premises until staggered pick up time  <i>To be done by individual student letter and through SLT on the only entrance into school/playground</i></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.  <i>To be done via Text Message if needed.</i></li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	Low	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB – letter SLT</p> <p>KB</p>	<p>Prior to returning to school</p> <p>Prior to returning to school</p> <p>Prior to returning to school</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Ill health in school.	High	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></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. <b>STOCK OF PPE TO BE AVAILABLE THROUGHOUT SCHOOL READY FOR USAGE. (Every bubble, medical room and SA's office pre entering isolation room)</b></li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school – <b>to be shared in CPD w.c. 1<sup>st</sup> June and available in staff COVID handbook. Any changes to guidance to be shared with all staff asap and Risk Assessments/documents updated.</b></li> <li>All staff advised of the procedure in school if a member of staff becomes unwell. - <b>shared in CPD w.c. 1<sup>st</sup> June and available in staff COVID handbook. Any changes to guidance to be shared with all staff asap and Risk Assessments/documents updated.</b></li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any pupil who displays signs of being unwell is immediately referred to <b>isolation room / area next to SA's office. KB/SLT to be informed immediately and parents called to collect without question and as quickly as possible (max 30 mins)</b> <b>To be REINFORCED by individual student letter, charter agreement, behaviour policy and through SLT on the only entrance into</b></li> </ul>	Low	Low if maintained.	<p>Teacher or Support Staff to take lead and remove student to isolation room/ area. SD for ordering and distribution</p> <p>All staff</p> <p>All staff</p> <p>SD</p> <p>Teacher or Support Staff to take lead and remove student to isolation room/area</p>	<p>1<sup>st</sup> June 2020 + ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>KB/SLT</p> <p>KB</p> <p>KB/SLT</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p data-bbox="555 320 1312 533">school/playground. Office staff to escort parent to access isolation area via playground and not enter building. Parent to be notified on how to get a test and for child/family to self isolate. Follow up procedures to take place with remaining staff and pupils within bubble and appropriate bodies be notified. Latest up to date guidance given to be adhered to</p> <ul data-bbox="510 544 1335 1369" style="list-style-type: none"> <li>• Any staff member who displays signs of being unwell immediately refers themselves to <b>isolation room / area next to SA's office. KB/SLT to be informed immediately and member of staff</b> is sent home if well enough. If not, remain in isolation whilst next of kin is contacted.</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils remain in isolation area 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. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>• If a pupil displaying symptoms needs to use the bathroom, they should use a separate bathroom – <b>Care room in KS1 corridor</b> 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 fluid repellent facemask, gloves, face shield/visor and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> </ul>			<p data-bbox="1697 320 1809 379">KB/SLT to follow up</p> <p data-bbox="1697 549 1731 572">KB</p> <p data-bbox="1697 711 1783 735">KB/SLT</p> <p data-bbox="1697 970 1783 994">KB/SLT</p> <p data-bbox="1697 1106 1783 1129">KB/SLT</p> <p data-bbox="1697 1302 1783 1326">KB/SLT</p>	<p data-bbox="1888 549 2029 639">w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p data-bbox="1888 711 2029 802">w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p data-bbox="1888 970 2029 1061">w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p data-bbox="1888 1106 2029 1197">w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p data-bbox="1888 1302 2029 1393">w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p data-bbox="2085 549 2119 572">KB</p> <p data-bbox="2085 711 2170 735">KB/SLT</p> <p data-bbox="2085 970 2170 994">KB/SLT</p> <p data-bbox="2085 1106 2170 1129">KB/SLT</p> <p data-bbox="2085 1302 2170 1326">KB/SLT</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Unwell pupils who are waiting to go home are supervised <b>in the isolation area / room next to SA's office</b> where they can be at least two metres away from others.</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p><b><u>THE MEDICAL ROOM IS NOT TO BE USED FOR HOLDING STUDENTS WHO ARE SHOWING SYMPTOMS AND THEY ARE TO LEAVE VIA THE PLAYGROUND (NOT GO THROUGH SCHOOL)</u></b></p> <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>			KB/SLT	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB/SLT
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	High	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend.</li> </ul> <p><b>Clear rationale and individual risk assessments completed to see who can return in the first instance – this is to cross reference number of pupils able to attend due to building parameters as well as staffing. Phased returned used to support introduction back to school for pupils.</b></p> <ul style="list-style-type: none"> <li>Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable</li> </ul> <p><b>4 Bubbles to be used over the course of the next Half Term and numbers not to exceed maximum capacity for these bubbles unless directed by Government to change social distancing rules. Needs of pupils to also be incorporated into figures as number of adults required needs to match pupil needs</b></p> <ul style="list-style-type: none"> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff</li> </ul>	Low	<p>Low</p> <p>Low</p> <p>Low</p>	SLT	<p>w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p>KB</p> <p>KB</p> <p>KB</p>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Leaders to ensure that the clinically extremely vulnerable are not in attendance at school <b>Completed via staff questionnaire and necessary individual risk assessments carried out</b></li> <li>• Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate <b>or to make the decision that the school should close due to staffing levels and lack of experienced staff to deal with vulnerable children.</b></li> <li>• Staff who live with someone who is clinically extremely vulnerable to only attend if stringent social distancing can be observed. Anyone in such group to be reviewed on a case-by-case basis by the Headteacher.</li> <li>• Taking account of staff who are unavailable (including support staff), staffing will be reviewed to ensure it is appropriate for the operating model. Any staff who are not required in school and can work from home will continue to do so.</li> <li>• Health screening of employees carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. (KB/SD to manage process)</li> <li>• Any member of staff with symptoms of C19 should not attend. Staff are eligible to be tested and are strongly encouraged to seek a test. If the test is returned negative they can return to school. Guidance on obtaining a test will be provided by KB</li> <li>• Where a member of staff indicates someone in their household is unwell, with symptoms compatible with C19, they should follow</li> </ul>				reviewed regularly due to circumstances.	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>government guidance on self-isolation and not attend school. The member of their household is eligible to be tested. If the test is returned negative the member of staff can return to school.</p> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p>	Medium	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for break time and lunchtime – demarcate sections of playground if/ when more than one bubble</li> <li>• <b>One-way system</b> where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.  <b>Children to remain in Bubbles throughout the day including during break and lunchtimes and enter / exit classroom to go to playground via external door that lead directly onto path to playground. Grab bags sent from Bramford to be delivered to classes by office staff and remaining pupils to have packed lunches from home (once available).</b> <ol style="list-style-type: none"> <li>1. Blue Bubble to use Caterpillars room and playground</li> <li>2. Red Bubble to use Butterflies and Squirrels classroom and playground</li> <li>3. Green Bubble to use Badgers and Hedgehogs classroom and playground</li> <li>4. Yellow Bubble to use Frogs and Owls classroom and zone area 1.</li> </ol> </li> <li>• Allocated outdoor areas for each year group to be identified for breaktime and lunchtime – <b>See above + staggered times to minimise overlap</b></li> <li>• Lunchtime to be staggered for different groups <b>and/or remain in Bubbles.</b></li> </ul>	Low	Low	Teachers, Support Staff and Lunchtime staff to oversee lunch and playtimes.	Ongoing from 8 <sup>th</sup> June.	SLT/KB

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		<ul style="list-style-type: none"> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited – <b>each pod to have a set of equipment for pupils which is to be cleaned after every use.</b></li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>In eating spaces, consideration given to marking seats that can be used and removing other seating. <b>Bubbles to be used for eating in first instance with Grab bags being taken to rooms. As more pupils attend consideration to be given in relation to using dining tables with only 2 pupils per table. Staggered lunch would need to be required to ensure social distancing whilst eating</b></li> <li>Tables to be cleaned between each group using lunchtime facilities. <b>To be done in each Bubble in first instance pre and post being used for eating.</b></li> <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.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere – KS2 - Library, KS1 – Den, Caterpillars within coned off area in room area 1</li> <li>All soft furnishings and items that are hard to clean to be removed</li> <li>Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes <b>not exceeding 4 + max 3 adults</b> (dependent upon ind. Classrooms)</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> </ul>	Low	Low	Bubble Staff and Caretaker if larger pieces need removing.	Before opening to students on the 8 <sup>th</sup> of June.	SLT/KB

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Tissues and hand sanitiser to be located in each classroom/learning space</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. <b>Doors to be kept open</b></li> <li>Where possible, windows to be opened to provide ventilation.</li> <li>Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection. <b>SCHOOL TO PROVIDE EQUIPMENT WHICH WE THEN STERILISE AT THE END OF THE DAY. NO CHILD IS TO BRING IN BOOK BAGS FROM HOME. To go out in letter to Parents/included within charter.</b></li> <li>Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use within classroom – <b>IT suite not to be used</b></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>at the end of every day or after use if possible. Support staff to use time at the end of the day to clean resources.</b></li> <li>If any bodily fluids come into contact with classroom equipment, ensure that gloves, aprons, masks and eye protection are worn to remove the piece of equipment before it is thoroughly cleaned <b>Selection of PPE is available in all Bubbles.</b></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>Toilets - One in, one out, Blue and Green Bubble to use KS1 corridor toilets + allocated toilet/sink; Red, Yellow and Purple bubble to use KS2 corridor toilets + allocated toilet/sink.</b> Staff to be reminded to adhere</li> </ul>			<p>SD to order and Caretaker/ cleaners/ Support Staff to maintain and monitor.</p> <p>Teaching staff KB to write letter</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p>SLT</p> <p>SLT/KB</p> <p>SLT/KB</p> <p>SLT/KB</p> <p>SLT/KB</p> <p>SLT/KB</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>to social distancing at all times. <b>Signage on toilet doors and staffroom. Staffroom to have a maximum of 5 people in at any one time, all soft furnishings removed / taken out of action and each bubble has their own fridge.</b></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 and take home for washing at end of each day.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			<p>All staff</p> <p>All staff</p>	<p>w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p>SLT/KB</p> <p>SLT/KB</p>
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>High</p>	<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> </ul> <p>Liaise with parents prior to the start date so that they can prepare their children for their return. <b>View the return to “normal school” as a period of adjustment. Not make too many demands in terms of lessons and curriculum especially if staff are required to plan for those still at home. Teachers take time to re-assess pupils informally. Reduce workload of staff. Positive re-enforcement of the benefits of the school community coming back together and having a routine. Total Communication as a means to help pupils understand the changes and what will happen next (ASD pupils have been at home and have not had an “end” cue to what has been happening )</b></p>	<p>Medium</p>	<p>Low</p>	<p>SLT</p>	<p>w.c. 1<sup>st</sup> June and ongoing thereafter before notifying Parents who has been offered a place.</p>	<p>KB selection of students and rationale.</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>Consider transition/ photo book for some pupils prior to their return to school. Establishing a clear plan for staff as well as children so that there are no sudden surprises / changes to daily structure. Risk Assessment completed by SLT to focus on children who cannot social distance, have medical needs or behavioural needs. Those who are at risk will be added to the Phased Reintegration.</p> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> </ul>	Low	Low – providing we are aware of who is providing the Taxi for each child and this does not change / risk assessments for individual pupils are thorough and all risks identified are minimised for both pupils and staff pre phased return to ensure safety for everyone.	PB/CH - Transport.  SLT to liaise with outside agencies.  SLT to liaise with outside agencies.  Teachers	w.c. 1 <sup>st</sup> June and ongoing thereafter  Before pupils return to school.  Before pupils return to school.  Before pupils return to school.	KB  KB  SLT/KB  SLT/KB

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils – All About Me’s to be distributed to Bubble staff together with medical, care and behaviour plans</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. <b>Safe spaces and individual time to communicate thoughts and feelings with known staff. Offer parents/carers the possibility of pupils bringing in photos of loved ones if that would help them to grieve. Social stories about lock-down. Makaton signs and symbols about bereavement. Family support worker link between school and home. PSHE lessons about our feelings and that it is alright to feel sad. Class assemblies. Circle time discussions. Reassurance and telephone calls home if needed and involve the young person. Risk Assessment completed by SLT to focus on children who cannot social distance, have medical needs or behavioural needs. Those who are at risk will be added to the Phased Reintegration. No use of Supply Agency Staff to eliminate the risk involved with staff not knowing what to do with each child.</b></li> </ul> <p>As a result, pupils with complex needs are well supported.  <b>TEACHERS TO RECORD CONCERNS ON CPOMS FOR MONITORING BY SLT + CONTINUE WITH COMMUNICATION LOG FOR PUPILS STILL AT HOME.</b></p>			<p>Teachers</p> <p>Teachers/ Parents</p>	<p>Before pupils return to school.</p> <p>Before pupils return to school and ongoing thereafter</p>	<p>SLT</p> <p>SLT</p>
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school <b>as well as those remaining at home due to parental preference.</b></li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	Low	Medium	Staff in School, Parents and DSL	Ongoing	SLT

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Teachers to make regular contact with those not attending school to maintain relationship as well as providing work.</li> <li>Referrals made to DSL for those raising concern</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>					
Increased number of safeguarding concerns reported after lockdown.	High	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>USE OF CPOMS TO REPORT ANY CONCERNS, Staff are aware of Safeguarding Procedures through training. DSL – Kate Beer; Deputy DSLs – Cath Harding and Sarah Allen</p> <p>As a result, safeguarding remains of the highest priority and practice.</p>	Low	Low	All staff	Ongoing	SLT
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained and practised on pre identified days with students and staff. Staff to compete walking practice with pupils as soon as possible during first day on site in new bubble</li> <li>Leaders to communicate procedures to all staff before opening to pupils. Located in separate document + fire safety addendum</li> <li>Staff to communicate / reinforce emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter as new pupils return to school	KB



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
<p><b>Public transport</b> could get cramped and overcrowded</p> <p><b>LA Provided Transport</b></p>	<p>Medium</p> <p>Medium</p>	<p>Encourage pupils and parents to <b>avoid public transport</b> to and from school if possible (walk or use car if this is an option).  <b>Ensure guidance issued to parents on the ‘dropping off’ of pupils</b> in the morning to reduce the risk of accidents.</p> <p>Further information is required from Government on <b>how transport will be offered</b>. Concerns raised over possible use of individual taxis without escort – as discussed at SERG.  Reduction of wheelchair users in taxis.  <b>PPE use for LA Drivers and Escorts</b>  LA Transport to be <b>cleaned pre and post use for pupils</b> to eliminate possible transmission.  LA staff to risk-assess how children will be strapped into seats to allow for social distancing as well as clamping.  PPE for staff getting children into / off vehicles.  Staff to complete head count outside of the vehicle.</p>	<p>Low</p> <p>Low</p>	<p>Low</p> <p>Low to Medium</p>	<p>KB</p> <p>CH/PB – Transport</p>	<p>w.c. 1<sup>st</sup> June and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> June and ongoing thereafter</p>	<p>KB</p> <p>KB</p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<b>ESCORTS TO CHECK WITH PARENTS BEFORE LEAVING THAT THEIR CHILD HAS HAD NO SYMPTOMS – REFUSE TO TAKE PUPILS IF SYMPTOMATIC.</b>					
Parents may wish to talk to staff.	Medium	Guidance issued to parent detailing contact procedures post reopening. Reiterate that contact will, unless in emergencies, be over the phone or via email If a meeting is required inform parents that social distancing rules will be enforced. USE OF CPOMS TO LOG CONCERNS RAISED BY PARENTS.	Low	Low	Teachers to liaise with Parents via telephone /email or through SLT	w.c. 1 <sup>st</sup> June and ongoing thereafter	SLT/KB
Medicines in school may become out of date due to Lock Down		CH to check all medications left in school pre lock down to check expiry dates. CH to inform parents/necessary bodies if they need to be replaced. Pupils to not be allowed to return until new medication is available and all necessary paperwork has been completed. CH to liaise with school nurse to check all care plans are still relevant and confirm safety of pupils on medication returning to school	LOW	LOW	CH	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
Hot Weather Procedures	Hot Weather Procedures	Parents and carers to apply sunscreen daily before arrival and staff not to apply any more. Parents and carers provide sun hat daily. Parents to use once a day sun cream and provide pupils with a lightweight long sleeved top for outside use. Some pupils are able to apply own cream.	LOW	Low	Bubble and lunchtime staff	w.c. 1 <sup>st</sup> June and ongoing thereafter	SLT
Lone working	medium	<ul style="list-style-type: none"> <li>No high risk tasks to be undertaken e.g. work at height, electrical work, confined spaces</li> <li>Buddy system in place for site manager attending alone (call-in, call-out)</li> <li>Normal lone working procedures in place for all other school activities (refer to lone working risk assessment for details)</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
Failure to follow local rules	medium	<ul style="list-style-type: none"> <li>Visitors will be asked to comply with arrangements and any failing to do so may be reasonably asked to leave the site</li> <li>Communication strategy includes daily updates by email, Teams meetings / mins with Dudley Heads/SERG and INSET w.c. 1<sup>st</sup> June to ensure all staff have clear communications</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB

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
Maintaining compliant premises	medium	<ul style="list-style-type: none"> <li>• Use of school premises restricted wherever possible and limited number of rooms – ICT out of bounds, Den and Library to be used for storage</li> <li>• Contractor access to site for compliance inspections to be continued wherever possible.</li> <li>• Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks as outlined in the ‘Maintaining a Practicably Compliant School’ guidance document must be maintained and will be referred to inform this decision.</li> <li>• Reopening of the school might need to be delayed until after key compliance tasks have been completed.</li> <li>• KB to meet weekly with the SD and DC to review any premises items that are becoming a concern</li> <li>• KB and DC to carry out weekly “walk around” inspections of premises and grounds to identify jobs/requiremetns</li> </ul>	low	Low	DC/SD/KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
Display Screen Equipment (temporary home workers)	medium	<ul style="list-style-type: none"> <li>• Staff allowed to take home peripherals and chairs from office temporarily if felt necessary</li> <li>• Guidance on setting up a suitable workstation provided on request</li> <li>• Additional equipment needs to be reviewed on a case-by-case basis</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
First Aid (temporary home workers)	medium	<ul style="list-style-type: none"> <li>• Low-risk, office-style work. No specific controls required.</li> <li>• Any accidents to be logged</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
Wellbeing/ Stress (temporary home workers)	medium	<ul style="list-style-type: none"> <li>• Guidance on wellbeing available from SD via Staff insurance</li> <li>• Staff to maintain regular contact with KB</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB
Anxiety, stress and worry	medium	<ul style="list-style-type: none"> <li>• Involve staff in the development of this risk assessment and control measures</li> </ul>	low	Low	KB	w.c. 1 <sup>st</sup> June and ongoing thereafter	KB

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Communicate this risk assessment and its findings to staff and potentially pupils/parents.</li> <li>Feed the determined approach into the communication strategy.</li> <li>Staff have access to Staff insurance counselling and well being service</li> </ul>					

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>