

**Coronavirus (COVID-19): Risk Assessment Action Plan**

**Woodsetton School**

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| Assessment conducted by: Kate Beer/SLT  | Job title: Headteacher/Acting Deputy Headteachers                         | Chair of Governors: Lyndon Butler |
| Date of original assessment: 24 <sup>th</sup> August 2020<br>Last updated: 3 <sup>rd</sup> April 2021 | Date of next review: w.c. 31 <sup>st</sup> May 2021 or sooner if required |                                   |

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 all year groups **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:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Guidance for full opening: schools](#)
  - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
  - <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

Latest version – 3<sup>rd</sup> April 2021

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| <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.   |
| 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. To support planning, identify which controls need to be in place <b>before pupils return to the setting</b> . Individual schools can then personalise to their own setting. |
| Line Manager Check:            | Sign off to ensure that the risk has been minimised as far as possible.   |

| Risk Description/Area of Concern  | Level of risk prior to control <> | Risk Controls  | Level of risk is now <> | Likelihood <> | Responsible person   | Planned completion Date                         | Line Manager Check |
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| 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 updated via classteachers as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email/parenthub/staff briefings</li> </ul> | Low                     | Low           | KB in first instance cascading down to relevant SLT/office manager | Ongoing as advice is coming in on a daily basis | KB                 |

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|  |      | As a result, the school has the most recent information from the government, and this is distributed throughout the school community.   |     |     |    |   |    |
| 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 – staff briefing in morning with follow up email to all staff + paper copy in hall on noticeboard (also refer to school diary)</li> <li>Headteacher to share risk assessment with all staff and continue to review as required</li> <li>Parents notified of risk assessment plan and shared with parents via website/parent hub.</li> <li>FAQs sent to all parents and staff in relation to latest information</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p> | Low | Low | KB | Ongoing due to updates required in light of Government changes and refining of systems within school  | KB |
| 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 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</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 evacuation procedures</li> </ul> </li> </ul>   | Low | Low | KB | w.c. 31 <sup>st</sup> August for current policies + w.c. 7 <sup>th</sup> Sept for updated policies following ratification at FGB meeting + ongoing thereafter | KB |

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|  |  | <p>All policies and Covid docs available on T:drive. 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</li> <li>The Health Protection (Notification) Regulations 2010</li> <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’</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. All staff received this in June 2020. New staff to school to receive this pre working with children (a range of posters on display around school)</li> </ul> <p>Free course available on:<br/> <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></p> <ul style="list-style-type: none"> <li>Staff are made aware of the school’s infection control procedures in relation to coronavirus</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> </ul> |  | <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> | <p>SLT</p> <p>SLT<br/>Cleaners received latest update from C Hill (07.09.202) + CPD PPT shared – 16<sup>th</sup> Oct 2020</p> <p>SLT</p> <p>Letter and FAQs sent to parents in June and again in September with updated guidance</p> | <p>Ongoing due to regular updates to guidance</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing updates given as required</p> | <p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p> |
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|  |  | <ul style="list-style-type: none"> <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 their return to school. All are informed that they must tell a member of staff if they begin to feel unwell if possible (staff to monitor all pupils for symptoms of Covid) <b>Staff to not only look out for typical symptoms of Covid ie cough, temperature, loss/change of smell/taste, but also monitor for wider symptoms of loss of appetite, extreme tiredness, sore throat, sneezing, sickness, diarrhoea, headaches, joint ache/muscle pain, runny nose/congestion. Parents / carers to be informed of observations</b></li> <li>• Daily 2 way briefing with key staff from each class/Bubble – disseminated down and key points shared via email/ notice on notice board. <b>Teams meetings used to enable all staff to access information directly – as from w.c. 4<sup>th</sup> January 2021. Continue as / when deemed appropriate post Easter break</b></li> <li>• Staff meetings to be kept to a minimum as/when required and within bubble groups / social distancing. <b>If whole school training is required, to ideally do this within bubbles. If this is not possible, to do over Teams and / or ensure social distancing between staff in from different bubbles</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 and are up to date with latest information.</p> |  | <p>Low</p> <p>Low</p> <p>Low</p> | <p>All staff</p> <p>SLT</p> <p>SLT</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>SLT</p> <p>KB</p> <p>All staff</p> |
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| <p>Poor hygiene practice in school - <b>general</b></p> | <p><b>High</b></p> | <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 (e.g. washing hands / sanitising hands before entering and leaving school)</li> <li>Pupils to sanitize and / or wash hands with soap before and after break times and lunchtimes for no less than 20 seconds where possible</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</li> </ul> | <p><b>Low</b></p> | <p>Low</p> | <p>SD/Class teachers</p>   | <p>Already in place – constantly check</p>                | <p>SD/Class teachers</p>    |
|   |                    |   |                   | <p>Low</p> | <p>All teaching and support staff</p>  | <p>From 1<sup>st</sup> day of pupils return to school</p> | <p>Teaching staff</p>       |
|   |                    |   |                   | <p>Low</p> | <p>Teaching staff</p>  | <p>From 1<sup>st</sup> day of pupils return to school</p> | <p>SLT</p>                  |
|   |                    |   |                   | <p>Low</p> | <p>SD for ordering and reception areas. Teachers to check and maintain within classes.</p> | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p>      | <p>SLT</p>                  |
|   |                    |   |                   | <p>Low</p> | <p>KB</p>  | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p>      | <p>KB</p>                   |
|   |                    |   |                   | <p>Low</p> | <p>SD for ordering. Teachers to check and maintain within classes.</p>                     | <p></p>   | <p>Caretaker to confirm</p> |

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|  |  | <ul style="list-style-type: none"> <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. <b>Whenever possible, to use class sinks to avoid overcrowding in KS1 and KS2 toilets.</b><br/>Bubbles to use allocated sinks and toilet areas and one bubble at a time<br/><b>When weather is good, if a class is already using toilet area, for other classes to wait outside to avoid congestion in corridor area / outside CH office</b></li> <li>• Pupils and staff do not share cutlery, cups, food or utensils. Hot and cold lunches are available to be purchased. All other children and staff not purchasing food from catering company 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 and collected and returned to classroom by class staff either at the end of the day or first thing the following morning.<br/><b>As from Jan 2021, pupils to return to eating in classes to avoid unnecessary mixing – staff to get lunches from hall and take to classes. Continue with this process during summer term</b></li> </ul> |  | <p>Low</p> <p>Low</p> | <p>Cleaners to oversee toilet areas</p> <p>All Staff</p> <p>All staff</p> <p>All staff</p> | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> | <p>and SLT to be notified of any issues</p> <p>SLT</p> <p>SLT</p> |
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|  |               | <ul style="list-style-type: none"> <li>All utensils are thoroughly cleaned before and after use<br/>Utensils should not be required but if needed should be cleaned in Dishwasher at highest temperature setting. Staff must not use equipment from school kitchen</li> <li>Cleaners are employed by the school to carry out additional cleaning. Staffroom, medical room, door handles, handrails and toilets/care rooms are cleaned during the day (minimum - before and after lunchtime and at end of the day) paper/hand towels are refilled regularly – to be checked regularly by support staff and any concerns shared with SLT/office. Staff to replenish stock as required.<br/>Touch points, tables, chairs and sinks/taps are also cleaned in classrooms throughout the day by class staff.</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>Cleaning staff/support staff</p>  | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p>                  | <p>SLT</p> <p>SLT</p>         |
| <p>Poor hygiene practice – <b>specific – school entrance</b></p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing<br/>Signs and posters on view around school and in foyer/entrance<br/>Visitors supplied with protocol leaflet on entry to school<br/><b>These are to be updated / replenished as /when required</b></li> <li>Doorbell fitted to outside door of main foyer to reduce footfall in building and minimise transmission risk</li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors – Additional screen already fitted in reception and no access without consent to the main area of the school due to door release system.</li> </ul>  | <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<br/>Cleaning and Office Staff</p> | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>October 2020<br/>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> | <p>SD</p> <p>SD</p> <p>SD</p> |



Latest version – 3<sup>rd</sup> April 2021

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|  |  | <ul style="list-style-type: none"> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building – Letter to parents explaining new routines. <b>Reminder of expectations and how to keep everyone safe including updated Charter to be shared with pupils/parents attending school – latest version March 2021</b></li> <li>• Rearrange furniture in reception area to facilitate social distancing.<br/>SOFT FURNISHINGS/CHAIRS IN FOYER HAVE BEEN ARRANGED SO THAT THEY ARE NOT ACCESSIBLE FOR USE<br/>IF ENTERING SCHOOL, SOCIAL DISTANCING WHEN ENTERING FOYER AREA IS TO BE OBSERVED<br/><b>Continue to only use foyer for access into school and not be used as a waiting area pre drop off and collection times. Parents / carers to continue to wait on footpath entrance and use dots on ground to support with social distancing.</b><br/>As a result, office staff are protected.</li> </ul> |  | <p>Low</p> <p>Low</p> <p>Low</p> | <p>Cleaning and Office Staff</p> <p>KB – letters/ communication; All staff</p> <p>Office staff</p> | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter<br/>Charter last updated – March 2021<br/>Ongoing letters sent to parents to remind them of expectations and routines</p> <p>1<sup>st</sup> June 2020 + ongoing thereafter</p> | <p>SD</p> <p>KB</p> <p>SD</p> |
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| <p>Poor hygiene practice – <b>specific – office spaces.</b></p>  | <p>Medium</p> | <ul style="list-style-type: none"> <li>Whenever possible, administrative staff to be reduced in school to support social distancing within office – most of time all office staff will be needed in school but if working from home is possible and does not affect the day to day running of the school, a rota is to be put in place.</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands /sanitise 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>  | <p>Low</p>                          | <p>Low</p> <p>Low</p>               | <p>SD to co-ordinate timetable with office staff</p> <p>Office staff</p>                      | <p>11<sup>th</sup> Jan 2021 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p>                     | <p>SD</p> <p>SD</p>   |
| <p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p> | <p>High</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</li> </ul> <p><b>POSTERS ON DISPLAY AROUND SCHOOL AND INFO SHARED WITH PARENTS IN BEHAVIOUR POLICY UPDATE AND CHARTER AGREEMENT</b></p> <ul style="list-style-type: none"> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up – <b>latest update letter sent out w.c. 29<sup>th</sup> March 2021 and ongoing reminders thereafter</b></li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day</li> </ul> <p>Butterflies and Woodpeckers – 8.50 drop off, 2.50 pick up<br/>Squirrels, Frogs and Owls – 9.00 drop off, 3.00 pick up</p> | <p>Medium</p> <p>Low</p> <p>Low</p> | <p>Medium</p> <p>Low</p> <p>Low</p> | <p>Parents and Visitors to be notified via letter and through posters</p> <p>KB</p> <p>KB</p> | <p>Already in place + ongoing thereafter</p> <p>July 2020 – last update Mach 2021</p> <p>July 2020 and ongoing thereafter</p> | <p>Reception Staff to call SLT for clarification if needed.</p> <p>KB</p> <p>KB</p> |

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|  |  | <p>Badgers and Hedgehogs – 9.10 drop off, 3.10 pick up<br/>         Taxi pupils – 9.15 drop off, 3.15 pick up<br/>         Caterpillars – 9.30 drop off, 2.30 pick up</p> <ul style="list-style-type: none"> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival</li> </ul> <p>Updated March 2021<br/>         Butterflies – enter / exit via classroom door<br/>         Squirrels, Frogs, Owls, Woodpeckers, Hedgehogs, Badgers – enter/ exit via playground<br/>         Squirrels, Owls, Frogs, Woodpeckers, Hedgehogs – enter / exit building via classroom fire door<br/>         Badgers enter / exit building either via classroom fire door or KS1 corridor fire door next to SA's office<br/>         Caterpillars – wait on pathway until a member of staff comes to front of school to collect children – staff to lead children to old KS1 entrance (DC / Caterpillar staff to ensure main gates are closed prior to children being walked around from front of school to Old KS1 entrance) On exit, parents to wait at front of school for a member of staff to come to identify which parents are present prior to bringing children to parents. Parents and children to exit via main path (not driveway). Again, main gates to be closed by staff whilst this takes place<br/>         Taxi pupils to be collected / taken into/out of school by bubble staff linked to bubble taxis – As from Jan 2021, taxi children to wait in their own classes as opposed to red bubble children going to Butterflies, green bubble going to Frogs and blue bubble going to Hedgehogs at end of day ready for taxi</p> | <p>Low</p> | <p>Low</p> | <p>KB</p> | <p>Last update<br/>         March 2021</p> | <p>KB</p> |
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|  |  | <p>collection so to minimise mixing and possible transmission.<br/>This process is to continue during summer term<br/>Taxis pupils – red bubble to enter/exit school via playground gate / classroom fire doors; green bubble to enter/exit school via hall fire door; blue and yellow bubble (different times) to enter/exit school via old KS1 entrance.</p> <p>IF ADDITIONAL STAFF ARE REQUIRED TO SUPPORT OTHER BUBBLES – STAFF TO WEAR FACE MASKS / VISORS AND WASH /SANITISE HANDS PRE/POST ACTIVITY<br/>ANY CONCERNS TO BE RAISED WITH SLT IMMEDIATELY</p> <ul style="list-style-type: none"> <li>• Pupils to be supervised in accessing hand-washing facilities / hand sanitising on arrival, encouraging pupils to queue while maintaining social distancing as they wait for facilities<br/>To be done in classrooms when entering and this can then be staggered and monitored closely by staff. Butterfly class to use red bubble toilets/sinks as / when required <b>if portable sink cannot cope with full class use.</b></li> <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 prior to / after the start / end of the school day. Parents to also leave path clear and not congregate in this area before/after dropping children off. Parent requested to wear face coverings whilst on school premises to help reduce transmission risk and arrive as close to the allocated time as possible and leave school promptly.</li> </ul> | <p>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<br/>SLT</p> | <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> <p>1<sup>st</sup> Sept 2020 + ongoing thereafter</p> | <p>SLT</p> <p>SLT</p> <p>SLT</p> |
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|   |      | <ul style="list-style-type: none"> <li>Sufficient supplies of hand-washing supplies / hand sanitising 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 / hand sanitising throughout day – children to use class sink or allocated bubble sinks in toilets – when queuing to aim to maintain social distancing whenever possible.</p> <p><b>When weather is good, if a class is already using toilet area, for other classes to wait outside to avoid congestion in corridor area / outside CH office</b></p> <p>Whenever possible, handwashing to take place in classrooms to minimise congestion in bubble toilets.</p> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p> | Low    | Low    | SD for ordering. Teachers to check and maintain within classes. Cleaners to oversee toilet areas | 1 <sup>st</sup> Sept 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 have hygiene rules and routines shared with them and are actively encouraged to partake in good hygiene practice on an ongoing basis</li> <li>Staff to wear additional PPE if supporting individual pupils with toileting routines requiring intimate care – 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 for Woodsetton School whilst also adhering to individual pupil’s intimate care plans</li> </ul>  | Medium | Medium | All staff  | Ongoing and as and when required.              | SLT |

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|  |      | <ul style="list-style-type: none"> <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>  |     |     |    |                         |    |
| Poor hygiene practice – <b>specific - end of the school day.</b> | High | <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</li> </ul> <p>Updated March 2021</p> <p>Butterflies – enter / exit via classroom door</p> <p>Squirrels, Frogs, Owls, Woodpeckers, Hedgehogs, Badgers – enter/ exit via playground</p> <p>Squirrels, Owls, Frogs, Woodpeckers, Hedgehogs – enter / exit building via classroom fire door</p> <p>Badgers enter / exit building either via their classroom fire door or the KS1 corridor fire door next to SA’s office</p> <p>Caterpillars – wait on pathway until a member of staff comes to front of school to collect children – staff to lead children to old KS1 entrance (DC / Caterpillar staff to ensure main gates are closed prior to children being walked around from front of school to Old KS1 entrance) On exit, parents to wait at front of school for a member of staff to come to identify which parents are present prior to bringing children to parents.</p> <p>Parents and children to exit via main path (not driveway).</p> <p>Again, main gates to be closed by staff whilst this takes place</p> | Low | Low | KB | Last updated March 2021 | KB |
|  |      |  |     | Low | KB | Last updated March 2021 | KB |

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|  |  | <p>Taxi pupils to be collected / taken into/out of school by bubble staff linked to bubble taxis – <i>As from Jan 2021, taxi children to wait in their own classes as opposed to red bubble children going to Butterflies, green bubble going to Frogs and blue bubble going to Hedgehogs at end of day ready for taxi collection so to minimise mixing and possible transmission. This process is to continue during summer term.</i></p> <p><i>Taxis pupils – red bubble to enter/exit school via playground gate / classroom fire doors; green bubble to enter/exit school via hall fire door; blue and yellow bubble (different times) to enter/exit school via old KS1 entrance.</i></p> <p>IF ADDITIONAL STAFF ARE REQUIRED TO SUPPORT OTHER BUBBLES – STAFF TO WEAR FACE MASKS / VISORS AND WASH /SANITISE HANDS PRE/POST ACTIVITY<br/>ANY CONCERNS TO BE RAISED WITH SLT IMMEDIATELY</p> <ul style="list-style-type: none"> <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 / remain off premises until staggered pick up time. <i>Update letter/message via Parent Hub to also including a reminder that only one adult should be coming to drop off/ pick up pupils and whenever possible for no other siblings to be brought onto site</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>request to the LA re taxi drivers and escorts to partake in weekly LFT testing has</i></li> </ul> |  | <p>Low</p> <p>Low</p> | <p>KB</p> <p>KB – letter<br/>SLT</p> | <p>Last updated<br/>March 2021</p> <p>1<sup>st</sup> Sept 2020<br/>+ ongoing<br/>thereafter</p> | <p>KB</p> <p>KB</p> |
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|                       |      | <p>been made (as we are a primary age school, we do not have this facility in school to carry out this at present)</p> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>   |     |                    |  |  |     |
| 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, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Refer to latest version of SOP and Covid 19 Parent / Carer information sheet (Latest SOP to be distributed to all staff following receipt of it post Easter) Parent information shared on Parent hub and hard copies sent home.<br/>Additional information sent home re availability of households with school age pupils being able to obtain LFTs. Web links and locations shared – Parent Hub and on website</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. PPE training has been received by all staff in June/September/Jan /April 2021<br/>PPE available in all classrooms and medical room plus Isolation room packs are available in SA's office<br/>PCR Home test kits available for pupils who do not have access to testing – can arrange school nurse to support with this if required</li> </ul> | Low | Low if maintained. | Teacher or Support Staff to take lead and remove student to isolation room/ area.<br>SOP / Parent info - SLT | 1 <sup>st</sup> Sept 2020 + ongoing thereafter   | SLT |
|                       |      |   |     |                    | SD for ordering and distribution   | w.c. 1 <sup>st</sup> Sept and ongoing thereafter | SLT |



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|  |  | <ul style="list-style-type: none"> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to isolation room / outside 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)<br/>To be REINFORCED by letters to parents, charter agreement, behaviour policy. Office staff/SLT to be informed when parents arrive so that member of staff supporting pupil can escort child to front of school via playground. Same member of staff to give parents parent/carer leaflet re what to do with pupils with symptoms and to tell parent that pupil needs to self isolate for 10 days and get a Covid test and report findings to school immediately. <b>If unable to access local testing stations, a home testing kit is to be provided on leaving school. (School nurse to be notified and support offered if required)</b> 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. Refer to latest version of SOP<br/>Any member of staff who deals with a pupil who has displayed covid symptoms, to change clothing to spare set brought in from home.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to isolation room / outside area</li> </ul> |  |  | <p>SD</p> <p>Teacher or Support Staff to take lead and remove student to isolation room/area<br/>KB/SLT to follow up</p> <p>KB/SLT</p> | <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> | <p>KB</p> <p>KB/SLT</p> <p>KB</p> |
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|  |  | <p>next to SA's office. KB/SLT to be informed immediately and member of staff is sent home if well enough. If not, remain in isolation whilst next of kin is contacted.</p> <ul style="list-style-type: none"> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom – care room in KS2 corridor accessed via outside route 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. (Due to many of our pupils not being able to socially distance, staff to use full PPE – this is available to staff at all times – mask, gloves, apron, visor)</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 the isolation room / outside area next to SA's office where they can be at least two metres away from others. N.B. if this pupil has a care plan due to medical needs, this must be a first aider</li> </ul> |  |  | <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> | <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> <p>w.c. 1<sup>st</sup> Sept and ongoing thereafter</p> | <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> <p>KB/SLT</p> |
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|  |             | <ul style="list-style-type: none"> <li>• Areas used by unwell pupils/staff who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated as soon as possible. (Full PPE to be used and cleaning equipment / rubbish held for 72 hrs prior to disposal)</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> Sept and ongoing thereafter | KB/SLT         |
| <p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p> | <p>High</p> | <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> <li>• Classrooms allocated for provision and arranged so that if possible, social distancing is encouraged, tables to be placed forward facing when possible and deemed appropriate and pupils to ideally not be facing one another</li> <li>• Where possible, pupil and staff movement to be limited to make social distancing easier. If required, staff to move between allocated classrooms</li> </ul> <p>Bubbles to continue to be used during Summer Term 2021 but to help reduce possible transmission within bubbles, attempt to minimise movement between classes within each bubble whenever possible. Both staff and pupils allocated to bubbles and</p> | <p>Low</p> | <p>Low</p> | <p>SLT</p>       | <p>Last updated March 2021</p>                   | <p>KB/Govs</p> |
|  |             |  |            | <p>Low</p> | <p>All staff</p> |  |                |
|  |             |  |            |            | <p>All staff</p> |  |                |

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|  |  | <p>minimise socialisation between bubbles. Staggered breaks, lunches etc are used to reduce possible cross contamination.</p> <p>As from Jan 2021, each class to be allocated a lunchtime supervisor who will become part of their bubble.</p> <p>i.e. Butterflies, Squirrels and Woodpecker lunchtime staff will become part of the red bubble; Owls and Frogs lunchtime staff will become part of the green bubble, Hedgehogs and Badgers will become part of the blue bubble and Caterpillar lunchtime staff will become part of the yellow bubble – this will further reduce the necessity for staff to cross bubbles.</p> <p>This process is to continue during summer term 2021</p> <ul style="list-style-type: none"> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils. Refer to Remote Learning policy and recovery curriculum</li> </ul> <p>Teachers to provide appropriate work for all pupils required to self isolate due to Covid asap but no more than 24 hrs for electronic and 48 hrs for paper based dependent upon individual pupil need. Welfare calls/email correspondence to take place whilst self isolating at least once a week. During longer periods of home learning eg during lock down, weekly calls plus further email correspondence to take place. Records of calls and email correspondence to be made similar to those set up during lock down in March 2020.</p> <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> |  | <p>Low</p> <p>Low</p> | <p>SLT</p> <p>All staff</p> | <p>Last updated Jan 2021</p> <p>Last updated Jan 2021</p> | <p>KB/SLT</p> <p>KB/SLT</p> |
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| <p>A pupil is tested and has a confirmed case of coronavirus.</p> | <p>High</p> | <p>In line with latest government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>Appropriate follow up deep cleaning to take place following 72 hrs quarantine of all areas used by positive case. Refer to and follow advice provided by LA/C Hill (CPD on 16.10.2020)</li> </ul> <p>As a result, school leaders take appropriate action in the event of a confirmed case of coronavirus.</p> | <p>Medium</p> | <p>Medium</p> | <p>KB/SLT</p> | <p>When required upon confirmed case</p>   | <p>KB/SLT</p> |
| <p>Insufficient staff to run face-to-sessions for pupils.</p>     | <p>High</p> | <ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of all staff who are identified as requiring an individual risk assessment (clinically extremely vulnerable) and clinically vulnerable adults for their school (Jan 2021 - Refer to updated guidance including category 4 staff)<br/>Initially completed via staff questionnaire and necessary individual risk assessments carried out and updated as required – June 2020 and ongoing thereafter<br/>Jan 2021 – new staff identified – RA completed w.c. 4<sup>th</sup> Jan 2021 and all individual RAs updated as / when required</li> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible if working from home is not an option</li> </ul>                      | <p>Medium</p> | <p>Medium</p> | <p>KB/SLT</p> | <p>When required upon confirmed case / symptomatic absent staff<br/>LFT info updated 6<sup>th</sup> Jan 2021, w.c. 25<sup>th</sup> Jan, w.c. 8<sup>th</sup> Feb and w.c. 1<sup>st</sup> and 29<sup>th</sup> March 2021</p> | <p>KB/SLT</p> |



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|  |  | <p>Initially completed via staff questionnaire and necessary individual risk assessments carried out and updated as required – June 2020 and ongoing thereafter<br/> <b>Jan 2021 – new staff identified – RA completed w.c. 4<sup>th</sup> Jan 2021 and all individual RAs updated as / when required</b></p> <ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is cover in place in the instance that staff have to self-isolate or to make the decision that the school / class / bubble should close due to staffing levels and lack of experienced staff to deal with vulnerable children.</li> <li>• Any member of staff with symptoms of C19 should not attend. Staff are eligible to be tested and need to access a test. If the test is returned negative they can return to school. Guidance on obtaining a test will be provided by KB. If result is positive, school must be notified immediately</li> <li>• Where a member of staff indicates someone in their household is unwell, with symptoms compatible with C19, they should follow 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.</li> <li>• Any member of staff who is contacted via Test and Trace must remain at home and self isolate for 10 days as directed. If during self isolation they themselves become symptomatic, they must also get a test and notify school of the result.</li> <li>• <b>w.c. 4<sup>th</sup> Jan 2021</b></li> </ul> |  |  |  |  |  |
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|   |               | <p>On Wed 6<sup>th</sup> Jan, LA agreed that Woodsetton staff could have access to weekly lateral flow testing within the community as we had not been provided test kits by the government as we did not have secondary age pupils. At the end of January, Government announced that staff who work with primary age pupils were able to partake in twice weekly lateral flow testing at home. All staff working within the school are asked to partake in this. All staff have been advised that if the result is positive they are not to attend school and arrange a PCR test as quickly as possible. Whilst awaiting this result they are to self isolate. Results to be shared with KB as quickly as possible whether it be positive or negative so that next steps and any necessary action can take place.</p> <p>(Staff to refer to all emails and CPD provided re LFTs)</p> <p>As a result, sufficient staff within the allocated bubble to cover in place to provide the face-to-face support sessions for pupils.</p> |            |            |  |   |               |
| <p>Pupil/staff movement between lesson, at breaktime and lunchtime increases the risk of infection.</p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>Staggered starts to be put in place for break time and lunchtime</li> <li>One-way system where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. 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. Butterflies to go via KS2 exit as external classroom exit leads directly onto school path exit.</li> </ul> <p>Jan 2021 - Hot lunches delivered to school from Bramford and served in classrooms (NOT hall as in Autumn (2)). Lunchtime</p>  | <p>Low</p> | <p>Low</p> | <p>Teachers, Support Staff and Lunchtime staff to oversee lunch and playtimes.</p> | <p>Ongoing from 1<sup>st</sup> Sept</p> | <p>SLT/KB</p> |

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|  |  | <p>staff allocated to each class to collect lunches and take to individual classes) This process is to continue during summer term 2021</p> <ul style="list-style-type: none"> <li>Allocated outdoor areas for each year group to be identified for break time and lunchtime<br/>All pupils have access to playground but this is staggered dependent upon bubble.<br/>Blue bubble – 10.15 – 10.30<br/>Green bubble – 10.35 – 10.50<br/>Red bubble – 10.55 – 11.10<br/>Yellow bubble – free flow use of EY playground area</li> <li>Lunchtime playtimes to be taken in different locations<br/>All pupils in Red, Blue and Green bubble eat and play between 12.00 and 1.00 pm<br/>Red bubble – main playground (different time to blue bubble)<br/>Green bubble – zone with tower<br/>Blue bubble – main playground (different time to red bubble)<br/>All pupils in Caterpillars eat, play and learn between 12.15 and 1.30 pm<br/>Yellow bubble – EYFS playground / adventure playground</li> <li>Pupils encouraged not to play contact games at break time or lunchtime.<br/>Any large outdoor equipment used across bubbles requires a 72 hr quarantine ie not used on a Monday (Tues to Fri only)<br/>Each bubble to have their own set of PE / play equipment which is cleaned after every use</li> <li>Pupils to be supervised in washing hands / sanitising before and after lunch</li> </ul> |  |  |  |  |  |
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|  |             | <ul style="list-style-type: none"> <li>In hall, if tables/chairs are used across bubbles, these are to be cleaned in between use. (N/A at present – lunches in classrooms)</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. (All pupils to continue to eat in classrooms during summer term until further notice)</li> <li>Art cupboard located in Woodpeckers to only be accessed out of school hours when pupils are not present ie before 8.45a.m. and after 3.30p.m.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p> |            |            |   |   |                          |
| <p>Spread of infection in classrooms/shared areas.</p> | <p>High</p> | <ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere (ICT suite/Library to be main area for storage.)</li> <li>Hall to be used for staff during lunchtimes at staggered times – tables to be cleaned in between use by different bubbles. Staff to use bubble tables within Hall</li> <li>All soft furnishings and items that are hard to clean to be removed from classrooms</li> </ul>   | <p>Low</p> | <p>Low</p> | <p>All Staff and Caretaker if larger pieces need removing.</p> <p>All staff</p> | <p>Before opening to students on the 3<sup>rd</sup> September.</p> <p>Last updated Jan 2021</p> | <p>SLT/KB</p> <p>SLT</p> |

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|  |  | <ul style="list-style-type: none"> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day whenever/if possible</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• After pupils have eaten lunch, all excess food to be collected and bagged by <b>lunchtime staff and disposed of in outside main bins at end of lunchtime duty</b></li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open whenever possible</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• <b>SCHOOL TO PROVIDE EQUIPMENT FOR EACH PUPIL. ANY SHARED EQUIPMENT TO BE CLEANED BETWEEN USE AND AT THE END OF THE DAY.</b></li> <li>• Staff to clean keyboards and mice with anti-bacterial wipes / spray before and after each use – spray onto cloth and wipe (as directed by C Hill – CPD – 16.10.2020)</li> <li>• Staff to clean tablets, touchscreens, monitors, interactive boards with special IT wipes before and after each use (SD to order)</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 – 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. If this is not possible, 72 hr quarantine to be used</li> </ul> |  |  |  |  |  |
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|  |               | <ul style="list-style-type: none"> <li>• If any bodily fluids come into contact with classroom equipment, ensure PPE is worn to remove the piece of equipment before it is thoroughly cleaned<br/>Selection of PPE is available in all classrooms.</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time –<br/>Toilets - Blue and Yellow Bubble to use KS1 corridor toilets + allocated toilet/sink; Red, Green and Purple bubble to use KS2 corridor toilets + allocated toilet/sink when available. Staff to be reminded to adhere to social distancing at all times. <b>Staff to use Hall during lunchtimes and/or work from home if staffing levels in school allow during their non teaching times</b></li> <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>• All class cutlery and crockery to be returned to class at start / end of school day</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p> |            |            |            |   |           |
| <p>Poor pupil behaviour increases the risk of the spread of the infection.</p> | <p>Medium</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>Low</p> | <p>Low</p> | <p>SLT</p> | <p>1<sup>st</sup> Sept and ongoing thereafter</p> | <p>KB</p> |

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|   |      | As a result, pupils and staff understand the behaviour policy/individual plans in context.<br><b>TEACHERS TO RECORD CONCERNS ON CPOMS FOR MONITORING BY SLT</b>  |     |  |  |  |              |
| 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 as required</li> <li>• Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>• Plans should be understood, shared and followed consistently by all staff working with those pupils - All About Me's to be distributed to new staff together with communication, medical, care and behaviour plans and with support from families, be updated at least termly</li> </ul> <p>As a result, pupils with complex needs are well supported.</p> | Low | Low – providing we are aware of who is providing the Taxi and this does not change | PB/CH - Transport.   | 1 <sup>st</sup> Sept and ongoing thereafter  | KB           |
|   |      |  |     |  | SLT to liaise with outside agencies.<br>SLT to liaise with outside agencies. | 1 <sup>st</sup> Sept and ongoing thereafter<br>1 <sup>st</sup> Sept and ongoing thereafter | KB<br>SLT/KB |
|   |      |  |     |  | Teachers   | 1 <sup>st</sup> Sept and ongoing thereafter following return to school                     | SLT/KB       |



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|---|---------------|---|------------|---------------|---|--|------------|
| <p>Vulnerable pupils and pupils with SEND do not receive appropriate support.</p> | <p>Medium</p> | <ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> <li>• Staff to consider See, Hear, Respond project to be used to support individual pupils and families as required</li> </ul> <p>ANY CONCERNS TO BE RAISED WITH SLT/DSL AND REPORTED ON CPOMS</p> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p> | <p>Low</p> | <p>Medium</p> | <p>Staff in School, Parents and DSL</p> | <p>Ongoing</p>   | <p>SLT</p> |
| <p>Increased number of safeguarding concerns reported during/after lockdown.</p>  | <p>High</p>   | <ul style="list-style-type: none"> <li>• Continue with school safeguarding procedures</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.</p> <p>DSL – Kate Beer; Deputy DSLs – Cath Harding and Sarah Allen</p> <p>As a result, safeguarding remains of the highest priority and practice.</p>                | <p>Low</p> | <p>Low</p>    | <p>All staff</p>                        | <p>ongoing</p>   | <p>KB</p>  |
| <p>Emergency evacuation due to fire etc.</p>                                      | <p>High</p>   | <ul style="list-style-type: none"> <li>• Fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> </ul> <p>All classes to evacuate building via emergency fire door and proceed to main playground. When at playground, line up in classes following usual procedure. Butterflies to have a member of staff lead pupils onto playground – ensure fob is available.</p>  | <p>Low</p> | <p>Low</p>    | <p>KB</p>                               | <p>1<sup>st</sup> Sept and ongoing thereafter as new pupils return to school</p> | <p>KB</p>  |

|  |             |   |                                      |  |  |   |   |
|--|-------------|---|--------------------------------------|--|--|---|---|
|  |             | <p>Woodpeckers to be lead into zone without play equipment and Caterpillars to be lead into zone with play equipment so that these children can continue to be safely supervised</p> <p><b>N.B. After use – 72 hrs quarantine of play area will need to be adhered to.</b></p> <p><b>(For fire drill practice, ensure this is completed when Caterpillars are timetabled to use the play area so to avoid unnecessary transmission with other bubbles)</b></p> <ul style="list-style-type: none"> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils regularly.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p> |                                      |  |  |   |   |
| <p>Cleaning is not sufficiently comprehensive.</p> | <p>high</p> | <ul style="list-style-type: none"> <li>• Nominated key members of staff monitor the standards of cleaning in school and identifies any additional cleaning measures – lead – caretaker; any issues to be shared with KB and referred to C Hill</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Whilst pupils are at break time/lunchtime, staff within each class to clean tables/door handles with a disinfectant/antibac spray. Gloves to be worn during this and hands washed afterwards.</li> <li>• Disposable wipes and hand sanitiser are next to photocopiers/printers etc and these must only be used by staff</li> </ul>                       | <p>Medium depending on Staffing.</p> | <p>Medium – will need to be reviewed on an ongoing basis</p> | <p>Caretaker</p> <p>Cleaners</p> <p>All staff</p> <p>SD to order and maintain supplies</p> | <p>1<sup>st</sup> Sept and ongoing thereafter</p> <p>1<sup>st</sup> Sept and ongoing thereafter</p> <p>1<sup>st</sup> Sept and ongoing thereafter</p> <p>1<sup>st</sup> Sept and ongoing thereafter</p> | <p>SD/SLT</p> <p>SLT</p> <p>SLT</p> <p>KB</p> |



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|  |        |  |     |  |  |   |                      |
|--|--------|--|-----|--|--|---|----------------------|
|  |        | <ul style="list-style-type: none"> <li>Cleaners to act upon guidance provided by Dudley Corporate Landlord Services and adhere to any updates as they arise</li> <li>Cleaning records are kept for all areas of school</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>  |     |  | <p>Caretaker, SLT/KB</p> <p>Cleaners and caretaker<br/>All staff</p> | <p>Last update<br/>7<sup>th</sup> Sept</p> <p>Last update<br/>7<sup>th</sup> Sept</p> | <p>KB</p> <p>SLT</p> |
| Contractors, deliveries and visitors increase the risk of infection. | Medium | <ul style="list-style-type: none"> <li>If staff need to deal with contractors, staff to wear mask/visors</li> <li>If Contractors need access inside school premises, they must wear face covering</li> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school<br/>Visitors to be supplied with site protocol on arrival</li> <li>Agree arrival and departure times with contractors to ensure that there is minimal contact with staff or pupils</li> <li>All contractors/visitors to sanitise hands either prior to or on entry to the school site</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>If contractors are on site all day, food and drink to be consumed within own vehicle / off site</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Deliveries to be left in foyer area</li> <li>If delivery staff have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul> | Low | Low due to restrictions on those entering. | Office staff /caretaker/SLT  | 1 <sup>st</sup> Sept and ongoing thereafter   | SD/KB                |

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|  |        |   |     |                          |   |  |               |
|--|--------|---|-----|--------------------------|---|--|---------------|
|  |        | <ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made.</li> <li>Staff who receive deliveries to the school to sanitise / wash hands in line with government guidance after handling</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>   |     |                          |   |  |               |
| Public transport could get cramped and overcrowded | Medium | 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).<br><b>Ensure guidance issued to parents on the ‘dropping off’ of pupils in the morning to reduce the risk of accidents.</b>  | Low | Low                      | KB  | 1 <sup>st</sup> Sept and ongoing thereafter  | KB            |
| LA Provided Transport                              | Medium | LA transport staff to adhere to Dudley LA guidance and policies. Any issues refer to Andy Beaman.<br><br>PPE for staff supporting pupils who arrive on transport – wash hands/sanitise on entry back into school.<br><b>ESCORTS TO CHECK WITH PARENTS BEFORE LEAVING THAT THEIR CHILD HAS HAD NO SYMPTOMS – REFUSE TO TAKE PUPILS IF SYMPTOMATIC.</b>   | Low | Low to Medium<br><br>Low | CH/PB – Transport<br><br>All staff                                  | 1 <sup>st</sup> Sept and ongoing thereafter<br><br>1 <sup>st</sup> Sept and ongoing thereafter | KB<br><br>SLT |
| Parents may wish to talk to staff.                 | Medium | Jan 2021 - Guidance issued to parents detailing contact procedures. Reiterate that contact will, unless in emergencies, be over the phone or via email.<br>If a meeting is required inform parents that social distancing rules will be enforced and they will be expected to wear face coverings. At the start and end of the day, staff are unable to have “lengthy” conversations with parents and must try to maintain social distancing wherever possible to reduce risk of transmission.<br><ul style="list-style-type: none"><li>USE OF CPOMS TO LOG CONCERNS RAISED BY PARENTS.</li></ul> | Low | Low                      | Teachers to liaise with Parents via telephone /email or through SLT | 1 <sup>st</sup> Sept and ongoing thereafter  | SLT/KB        |

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|   |        |  |     |     |       |   |    |
|---|--------|--|-----|-----|-------|---|----|
| Medicines in school may become out of date due to Lock Down |        | CH to check all medications have been returned to school. CH to inform parents/necessary bodies if any need to be replaced. Pupils to not be allowed to return until new medication is available and all necessary paperwork has been completed. <ul style="list-style-type: none"> <li>CH to liaise with school nurse to check all care plans are up to date/ still relevant and confirm safety of pupils on medication returning to school</li> </ul>  | LOW | LOW | CH    | 1 <sup>st</sup> Sept and ongoing thereafter | KB |
| 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    | 1 <sup>st</sup> Sept 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 this to be cascaded down to staff as required</li> </ul>  | low | Low | KB    | 1 <sup>st</sup> Sept and ongoing thereafter | KB |
| Maintaining compliant premises                              | medium | <ul style="list-style-type: none"> <li>Use of school premises restricted wherever possible and limited number of rooms – ICT/library out of bounds at current time, Hall is only used for staff lunches (not PE/assemblies at present) and access into / out of school for taxi pupils in green bubble</li> <li>Contractor access to site for compliance inspections to be continued wherever possible. Refer to above comments re contractors on site</li> <li>Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks must be maintained and will be referred to to inform this decision.</li> </ul> | low | Low | DC/SD | 1 <sup>st</sup> Sept and ongoing thereafter | KB |

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|  |        |  |     |     |    |   |    |
|--|--------|--|-----|-----|----|---|----|
|  |        | <ul style="list-style-type: none"> <li>KB to discuss with the SD and DC any premises items that are becoming a concern</li> <li>DC to carry out weekly “walk around” inspections of premises and grounds to identify jobs/requirements</li> <li>Staff to complete job list book identifying cleaning material requirements and health and safety concerns – DC to check daily and act accordingly</li> </ul> |     |     |    |   |    |
| <b>Display Screen Equipment (temporary home workers)</b> | 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 | 1 <sup>st</sup> Sept and ongoing thereafter | KB |
| <b>First Aid (temporary home workers)</b>                | 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 | 1 <sup>st</sup> Sept and ongoing thereafter | KB |
| <b>Wellbeing/ Stress (temporary home workers)</b>        | medium | <ul style="list-style-type: none"> <li>Guidance on wellbeing available from SD via Staff insurance – on display in staffroom/hall. Also communicated via email</li> <li>Staff to maintain regular contact with KB/SLT</li> </ul>   | low | Low | KB | 1 <sup>st</sup> Sept and ongoing thereafter | KB |
| <b>Anxiety, stress and worry</b>                         | medium | <ul style="list-style-type: none"> <li>Involve staff in the ongoing review of this risk assessment and control measures</li> <li>Share this risk assessment and its findings to staff and parents</li> <li>Staff who feel that additional issues need to be added to risk assessment, to either discuss with SLT or place concerns within suggestions box</li> </ul>   | low | Low | KB | Ongoing                                     | KB |

|  |  |   |  |  |  |  |  |
|--|--|---|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Staff have access to Staff insurance counselling and well being service</li> </ul> |  |  |  |  |  |
|--|--|---|--|--|--|--|--|

Useful links:

- 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>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- 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>
- 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>
- 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>
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

