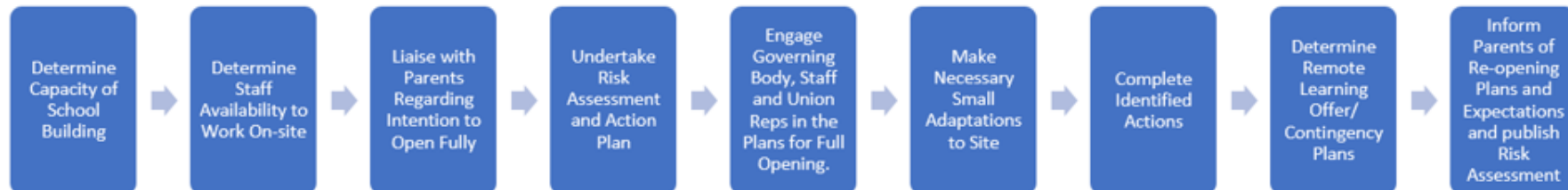


## Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020

### Amblecote Primary School

Assessment conducted by: Jane Cook	Job title: Acting Head Teacher	Chair of Governors: Mrs Claire Roberts
Date of assessment: July 2020 Reviewed: October 2020 Reviewed: January 2021 Reviewed: January 2021 (LFD Testing)	Date of next review: February 2021 or in line with most recent Government guidance	Vice Chair of Governors: Mrs June Lewis

#### Steps of Full Opening Preparation:



The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local

- 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](#)
  - [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 \(updated 12 May\)](#)
  - <https://www.gov.uk/guidance/national-lockdown-stay-at-home>

authorities.

<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 <a href="#">&lt;additional information&gt;</a>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>

Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.
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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
Building and facilities are not compliant.	H	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• All outdoor permanent structures will be cordoned off until further notice.</li> <li>• Kitchen Manager to organise deep cleans for key areas such as kitchens and food prep areas.</li> <li>• Cleaning to requires standard using required products.</li> <li>• Additional cleaner employed during school day to clean frequently touched points and toilets.</li> <li>• Additional cleaning regimes implemented from Sept 2020</li> </ul>	L	L	Jane Cook Site Team Kitchen Team C Roberts LA	July 2020 September 2020 & ongoing	C Roberts

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>All staff trained on the use of cleaning products (23.10.2020) measures put in place for monitoring and supervision to make sure people are following controls, i.e. - Provide information telling people who needs to clean and when - Provide Instructions Include information on: the products they need to use; precautions they need to follow; the areas they need to clean; Identify how cleaning products are going to be replenished.</li> <li>Records of cleaning undertaken with dates times of when rooms / areas have been cleaned and by whom.</li> </ul>			Site Manager & Cleaning Team	January 2021 and ongoing	Jane Cook K Harris
The school lapses in following national guidelines and advice, putting everyone at risk	<b>H</b>	<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 and Parent Hub is updated.</li> <li>Pupils and families updated via class teacher / email / text / Parent Hub notification as necessary.</li> </ul>	<b>L</b>	<b>L</b>	Jane Cook Marie Pickett	July 2020 September 2020 & ongoing	C Roberts

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>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> <li>• Following LA guidance all parents asked to where face masks / visors when dropping and collecting their children to and from school.</li> <li>• School provide guidance on symptoms and what to do if sheet for parents to follow.</li> <li>• In case of National Lockdown pupils numbers in school are for vulnerable and those of critical / key workers.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community. School to follow Standard Operating Procedure (SOP) provided by the Local Authority. Individual Risk assessments are in place and reviewed in line with Government guidance at the time.</p>					
Poor communication with parents and other stakeholders	<b>H</b>	<ul style="list-style-type: none"> <li>• All staff/pupils / families aware of current actions and requirements and reminded frequently using school communication systems (e.g. Parent Hub and emails).</li> <li>• Headteacher to share risk assessment with all staff.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Picket</b>	<b>July 2020</b>  <b>Any updates will be ongoing</b>	<b>C Roberts</b>

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>Parents notified of risk assessment plan and shared with parents via website and Parent Hub.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	<b>H</b>	<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> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> </ul> </li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>- 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> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• All staff to have read guidance and completed the following training: <a href="https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training">https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training</a></li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus (in parent and staff summary risk assessment document).</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via in parent and staff summary risk assessment document / letters / 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</li> </ul>					

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>the morning of the 3<sup>rd</sup> September 2020 onwards. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
<p>Poor hygiene practice in school – <b>general</b></p> <p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<b>H</b>	<ul style="list-style-type: none"> <li>• Follow DfE and PHE’s guidance on <u>cleaning, hygiene and hand sanitiser</u>.</li> <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 before entering and leaving school).</li> <li>• Pupils to wash their hands with soap at the start of the day and 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</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>



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>provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors.</p> <ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas (handwashing stations outside of classrooms will be provided).</li> <li>• Pupils to bring their named water bottle to where they eat their lunch.</li> <li>• Staggered lunch times and tables cleaned between different groups / bubbles.</li> <li>• Staff wearing gloves will provide children who are having a hot meal with their own cutlery.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly. Where possible non-fire doors</li> </ul>					

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>open to reduce the amount of contact with doors and also potentially improve ventilation.</p> <ul style="list-style-type: none"> <li>Staff to be provided with own personal hand sanitiser attached their lanyards.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – <b>specific – school entrance</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing expectations on school grounds.</li> <li>Hand sanitiser available by school entrance and staff signing book.</li> <li>Glass screen to be used by reception / office staff when dealing with parents/visitors/contractors.</li> <li>Areas touched to be wiped down.</li> <li>Discourage parents from entering the school building – provide contact number and email address as an alternative option.</li> <li>Rearrange furniture in reception area to facilitate social distancing.</li> </ul> <p>As a result, reception /office staff are protected.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Poor hygiene practice – <b>specific – office spaces.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations.</li> <li>Staff to sanitise hands on arrival at school.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>Each individual is responsible for wiping down their own work area and photocopier before and after use.</li> <li>All staff make use of walkie-talkies to reduce unnecessary footfall in the school office.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p><b>H</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.</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up.</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></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>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach and schools has endeavoured to ensure there are enough hand washing facilities available, extra stations have been provided.</li> <li>• The correct hand washing routine should be followed.</li> <li>• Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• Ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to sanitise hands on arrival in school.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport.</li> </ul>					

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>Issue information to pupils in relation to restrictions on their movement around the site.</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of and during the day.</li> <li>Ensure people are checking their skin for dryness and cracking and tell them to What are the hazards? Who might be harmed and how? Controls: What further action do you need to consider to control the risks? Who needs to carry out the action? When is the action needed by? report to you if there is a problem</li> <li>Following LA guidance all parents asked to where face masks / visors when dropping and collecting their children to and from school.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron.</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 as detailed in policy.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>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. Any staff with individual risk assessments are not required to administer first aid / supporting toileting.</p>					
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Inform pupils and parents of their allocated times for the end of their school day (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Inform pupils and their parents of the allocated exit points and pick up points (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day.</li> <li>Make parents and pupils aware of government recommendations with regard to transport.</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></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>Following LA guidance all parents asked to wear face masks / visors when dropping and collecting their children to and from school.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, 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.</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.</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school.</li> <li>All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any pupil who displays signs of being unwell is immediately referred to <a href="#">Mrs Cook</a> or <a href="#">Mrs Pickett</a>.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>Any staff member who displays signs of being unwell immediately refers themselves to <a href="#">Mrs Cook</a> or <a href="#">Mrs Pickett</a> and is sent home.</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to the meeting room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</li> <li>If a pupil needs to use the toilet, they should use a separate <a href="#">disabled toilet in the library</a> which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn.</li> <li>The relevant member of staff calls for emergency assistance immediately (via walkie-talkie system in school) if the pupil's symptoms worsen.</li> </ul>					



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 in the <a href="#">Meeting room</a> 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>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>					
<p>Poor management of pupil groupings (bubbles) reduces the ability of pupils to distance from each other.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils that all children are to attend and the times they are to drop off / collect (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Leaders to communicate with parents that the wider re-opening of school will mean that social distancing will not be possible, but contact with other groups of children will be avoided.</li> <li>Leaders to organise pupils into the larger ‘phase bubbles’ (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020).</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></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>• Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> <li>• Timetables reviewed and refreshed communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms, wearing facemasks / coverings.</li> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils. (See Remote Education Plan).</li> <li>• Reduce the amount of visitors in school, increase the use of online meeting facilities when possible.</li> <li>• Any essential visitors onsite will be required to wear a mask or face covering.</li> <li>• Staff to wear face coverings around school from January 2021.</li> </ul> <p>As a result, staff, pupils and parents are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	<b>H</b>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• The rest of the phase bubble should be advised to self-isolate for 10 days. Do not take any action</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) by contacting the school nurse team on 01384 408990</p> <ul style="list-style-type: none"> <li>The Headteacher will contact PHE / DFE Helpline and LA. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
Insufficient staff to run face-to-sessions for pupils.	<b>M</b>	<ul style="list-style-type: none"> <li>Leaders to ensure that the previously shielding or clinically vulnerable staff have an individual risk assessment on return to work in September which are reviewed regularly.</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place – staff absence procedure.</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate (internal covering of lessons / classes in the first instance)</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	<b>H</b>	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for break time and lunchtime (see detailed September 2020 opening arrangements table– shared with parents on 13.07.2020 and lunchtime arrangements table shared with staff on 13.07.2020, updated and shared October 2020).</li> <li>• One-way system and floor markings where possible (all pupils to be reminded to keep to the left) to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> <li>• Allocated outdoor areas for each year group to be identified for break time and lunchtime. (see detailed September 2020 opening arrangements table– shared with parents on 13.07.2020 and lunchtime arrangements table shared with staff on 13.07.2020 updated and shared October 2020).</li> <li>• Lunchtime to be staggered for different year groups (see lunchtime arrangements table shared with staff on 13.07.2020)</li> <li>• Staff to ensure that pupils do not to play contact games at break time or lunchtime. Outdoor equipment to be allocated to each phase bubble and cleaned regularly.</li> <li>• Pupils to be supervised in washing hands before lunch and use hand sanitiser after lunch.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>• In eating spaces, children will be grouped into their phase bubbles and tables will be cleaned before and after use.</li> <li>• Tables to be cleaned between phase bubbles using lunchtime facilities.</li> <li>• Screen provided to protect food in canteen when pupils collect food.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> <li>• Staff supervising pupils in the hall at lunchtime to wear a face mask.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	<b>H</b>	<ul style="list-style-type: none"> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible.</li> <li>• Tables to be positioned front facing in KS2 classrooms, all children facing teacher.</li> <li>• Screens utilised when closer support between adult and pupil is needed (adult to wear face masks / coverings in addition to using the screens)</li> <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> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>• Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open, where possible.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Children will be provided with their own set of equipment (e.g. pencil, ruler etc.) to reduce the risk of infection.</li> <li>• Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use.</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.</li> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned.</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area.</li> <li>• Staff to be reminded to adhere to social distancing at all times.</li> <li>• Staff to wear face masks / covering when moving around the school.</li> </ul>					

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>• Reorganisation of facilities in communal area e.g. staff room to support social distancing where possible.</li> <li>• Antibacterial wipes to be in place at photocopiers/shared keyboards/telephones etc.</li> <li>• Staff to have their own personal hand sanitiser on their lanyards provided by the school.</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><b>H</b></p>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the adjusted behaviour policy on their return to school (Covid-19 behaviour addendum).</li> <li>• Sanctions are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence.</li> <li>• Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• Rewards / praise for the pupils is linked to new expectations re hand hygiene, movement around school etc.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></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
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	<b>H</b>	<ul style="list-style-type: none"> <li>• Leaders and staff regularly 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>• Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> <li>• PEEP are in place and key trained staff are identified to support in the event of an emergency.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Vulnerable pupils and pupils with SEND do not receive appropriate support.	<b>H</b>	<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> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>



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>Pupil with EHC plans during a National lockdown are invited to attend school; if they do not – regularly contact is made with familiar adult via technology.</li> </ul>					
Increased number of safeguarding concerns reported after lockdown.	<b>H</b>	<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.</li> <li>Maintain regular contact with all vulnerable families.</li> </ul> <p>As a result, safeguarding remains of the highest priority.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett All other DSLs</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Emergency evacuation due to fire etc.	<b>H</b>	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed and updated.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to pupils on their return to school.</li> <li>Hold unannounced practise fire drill in the first half term. (07.10.2020)</li> </ul> <p>As a result all staff and children are aware of nearest fire exits and can exit the building quickly in a safe manner.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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
Cleaning is not sufficiently comprehensive.	<b>H</b>	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>• The Acting Head teacher and Acting Deputy Head Teacher monitor the standards of cleaning in school and identifies any additional cleaning measures.</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, allocated staff members to clean tables/door handles with Evans Protect spray / antibacterial wipes.</li> <li>• Antibacterial wipes are next to photocopiers/printers etc.</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> <li>• Records of cleaning undertaken with dates times of when rooms / areas have been cleaned and by whom.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett Site team</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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
Contractors, deliveries and visitors increase the risk of infection.	<b>H</b>	<ul style="list-style-type: none"> <li>• All essential visitors and contractors who enter the school building will be required to leave their contact details with a member of the office staff to ensure they can be contacted in the event of requiring NHS track and trace.</li> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school.</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils.</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site.</li> <li>• Contractors and visitors are directed to specific/designated handwashing / sanitising facilities.</li> <li>• All areas in which contractors work are cleaned in line with government guidance.</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett Office Staff</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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>If drivers have to enter school site, ensure that they are asked to use hand sanitiser before entering the building.</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> <li>All visitors in school are required to wear a face covering in meetings.</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>					
Poor management of pupils during breakfast and after school club	<b>H</b>	<ul style="list-style-type: none"> <li>Relocated Breakfast and After School club to the large school hall.</li> <li>Children will follow all hand washing and sanitising procedures.</li> <li>Children will be grouped according to their phase bubbles.</li> <li>Children in their phase bubbles will have their own sets of resources – which will be cleaned regularly.</li> <li>Allocated staff will take children to and from classrooms to ensure managed safe movement around school.</li> <li>Resources cleaned regularly.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett Out of Hours staff</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Exposing children to different environments –	<b>H</b>	<ul style="list-style-type: none"> <li>All whole school gatherings such as assemblies, extracurricular clubs (with the expectation of after</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

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
increase risk of infection.		<p>school club) will be cancelled until further guidance is released.</p> <ul style="list-style-type: none"> <li>• Parent assemblies, workshops and open sessions will also be postponed until it is judged to be safe.</li> <li>• Educational visits (including swimming) will also be postponed until safe to attend.</li> </ul>					
<p>Members of staff in vulnerable Groups</p> <p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>		<ul style="list-style-type: none"> <li>• Follow HSE guidance on stress and mental health.</li> <li>• Conduct regular keep in touch meetings/calls with people working at home to talk about any work issues.</li> <li>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through.</li> <li>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</li> <li>• Individual risk assessments are regularly reviewed adhering to latest government guidance.</li> <li>• Keep workers updated on what is happening so they feel involved and reassured.</li> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.</li> </ul>					

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>Individuals Identified who fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable.</li> <li>Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19).</li> <li>Individual risk assessments completed for staff that required an additional risk assessment and further control measures implemented.</li> </ul>					
Staff who are asymptomatic unknowing spreading the virus to others.	H	<ul style="list-style-type: none"> <li>School provided the option to all employees to opt in to the voluntary twice weekly Lateral Flow Device (LFD) testing.</li> <li>Comprehensive guidance, instructions and test kits are provided. All staff are fully aware of what to do following each result.</li> <li>Staff who choose to opt in the LTD testing complete the test twice a week (Sunday and Wednesday evenings), with the aim of preventing the spread, when people are asymptomatic.</li> <li>All staff are clear on the process of what to do based on their results and record their results on both an internal school record form and the Government form.</li> </ul>	L		Jane Cook Kerry Harris	Ongoing from 27.01.2021	Jane Cook C Roberts
Staff and pupils displaying identified wider symptoms unknowing spreading the virus to others.	H	<ul style="list-style-type: none"> <li>All staff employees and parents provided with guidance from the LA and Dudley Council Public Health Team regarding the wider symptoms.</li> <li>Children and staff are recommended to get a Covid -19 test as a precaution if they display any of the wider symptoms:</li> </ul>	L		Jane Cook Marie Pickett Kerry Harris	Ongoing from January 2021	Jane Cook C Roberts

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>○ Loss of appetite</li> <li>○ Sore throat</li> <li>○ Extreme tiredness</li> <li>○ Sneezing</li> <li>○ Headaches</li> <li>○ Diarrhoea</li> <li>○ Joint pain / muscle ache</li> <li>○ Vomiting</li> <li>○ Nausea</li> <li>○ Runny nose / congestion</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>
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- 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> <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
  - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
  - DfE Guidance for full opening of schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
  - 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>
  - Lateral Flow Device Testing Guidance <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>