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| **Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020** |

**Maidensbridge Primary School**

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| Assessment conducted by: K Thomas | Job title: Headteacher | Covered by this assessment: **Maidensbridge Primary** |
| Date of assessment: 19.5.2020 | Date of next review: 5.6.2020 |  |

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups: Reception, Year 1 and Year 6 **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of LAs.

* For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).

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

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| **Key:** |  |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken |
| Risk Description: | Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs. |
| Risk Controls: | The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information> |
| Impact: | Could be L/M/H or numeric, depending on what is used in the school setting. |
| 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 **before pupils return to the setting.** Individual schools can then personalise to their own setting. |
| Line Manager Check: | Sign off to ensure that the risk has been minimised as far as possible. |

| **Risk Description/Area of Concern** | **Level of risk prior to control**  **<>** | **Risk Controls** | **Level of risk is now**  **<>** | **Likelihood**  **<>** | **Responsible person** | **Planned completion Date** | **Line Manager Check** |
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| The school lapses in following national guidelines and advice, putting everyone at risk | **M** | To ensure that all relevant guidance is followed and communicated:   * The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly * Headteacher and Deputy read the conference call notes from Dudley LA * Information on the school website is updated. * Pupils updated via classrooms/email/text as necessary. Parentmail letter sent with intended plan and recommended guidance for parents/carers 18.5.2020 * Any change in information to be shared with Chair of Governors and passed on to parents and staff by email * Site staff given all relative guidance for their roles in preparing school   As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | **L** | **L** | **K Thomas** | **18.5.2020** | **Chair of Governors: C Quinton** |
| Poor communication with parents and other stakeholders | **M** | * All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems * Headteacher to share risk assessment with all staff * Parents notified of risk assessment plan and shared with parents via website.   As a result, all pupils and all staff working with pupils are adhering to current advice. | **L** | **L** | **K Thomas** | **1.6.2020** | **C Quinton** |
| Lack of awareness of policies and procedures | **M** | * School leaders will ensure that all policies impacted on by coronavirus controls are updated * All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:   + Health and Safety Policy   + Infection Control Policy   + First Aid Policy   + Intimate care policy   + Behaviour policy   + Staff absence reporting procedures * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email * Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus * Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell * Daily electronic briefing issued to staff.   As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school. | **L**  **L** | **L**  **L** | **K Thomas- Health and Safety Policy/Infection Control Policy**  **D Nolan- Behaviour Policy/Absence Reporting Procedures**  **S Mason- Intimate Care Policy/First Aid Policy**  **K Thomas**  **K Thomas**  **S Starkey**  **M Bott** | **1.6.2020**  **1.6.2020**  **1.6.2020** | **K Thomas**  **C Quinton**  **C Quinton**  **K Thomas**  **C Quinton** |
| Poor hygiene practice in school - **general** | M | * Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) * Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds and at other intervals during the day, when necessary * Teachers to reiterate key messages in class-time (when directed) to pupils to:   + Cover coughs and sneezes with a tissue,   + To throw all tissues in a bin   + To avoid touching eyes, nose and mouth with unwashed hands. * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors. Wall sanitisers have been purchased for 5 sites in school * Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas * Lidded pedal bins purchased for every classroom and office * Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas * Pupils and staff do not share cutlery, cups or food. * Staff to bring in their own cups and utensils * All utensils are thoroughly cleaned before and after use * Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day twice and paper/hand towels are checked twice daily and refilled regularly. * Dinner staff are able to clean in the morning before school to cover possible absences of cleaners.   As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission. | **L**  **P**  **L** | **M**  **M** | **M Bott**  **K Thomas**  **All Staff**  **All Staff**  **M Bott**  **M Bott**  **K Thomas**  **M Bott** | **1.6.2020**  **1.6.2020** | **K Thomas**  **K Thomas**  **K Thomas**  **C Quinton**  **K Thomas** |
| Poor hygiene practice – **specific – school entrance** | H | * Clear signage in place regarding social distancing * Sign on office door for staff to limit staff in the office to 3 at a time * Hatch from the corridor will allow items to be passed to staff without entering the office. * Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors * Areas touched to be wiped down * Discourage parents from entering the school building * Communicate with parents that they must book an appointment to see someone in the office and only one person at a time in the entrance area * Rearrange furniture in reception area to facilitate social distancing. * If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.   As a result, reception staff are protected. | **L** | **M** | **K Thomas**  **M Bott**  **S Starkey** | **1.6.2020** | **K Thomas** |
| Poor hygiene practice – **specific – office spaces.** | H | * Start and end times for administrative staff are staggered to support social distancing * Tissues/hand sanitiser to be available in office locations * Staff to wash hands on arrival at school * Each individual is responsible for wiping down their own work area before and after use.   As a result, office practice in office spaces limits the risk of the spread of any infection. | **L** | **M** | **S Starkey**  **L Price** | **1.6.2020** | **K Thomas** |
| Poor hygiene practice – **specific -** **spread of potential infection at the start of the school day.** | H | In line with government advice:   * Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus * Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and use of one-way system through the site * Inform each year group and their parents of their allocated times for the beginning and end of their school day: Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival  |  |  |  |  | | --- | --- | --- | --- | | **Year Group** | **Drop Off Time** | **Pick Up Time** | **Location** | | Reception | 9am | 2pm | Reception Playground accessed  from the Main Office pathway | | Year 1 | 9.40am | 2.40pm | Rear entrance to school hall from driveway on Beachcroft road | | Year 6 | 10am | 3pm | KS2 Playground gate from Maidensbridge road | | Key Worker Group | 8.45am | 3.15pm | Main Office |  * Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities * All staff to wash hands on arrival in school * Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day * Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport * Government guidance issued to parents * Issue information to pupils in relation to restrictions on their movement around the site * Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. * Hand sanitiser stations will be placed at 5 sites around school to ensure staff can quickly sanitise hands     As a result, the risk of infection is reduced as pupils and staff arrive at school. | **L** | **M** | **K Thomas** | **18.5.2020 letter of draft plan sent to parents, signed by Head and COG**  **1.6.2020**  **18.5.2020**  **W/B 1.6.2020 or first week back in school if date is delayed for safety reasons** | **C Quinton** |
| Poor hygiene practice **– specific – toilet/changing facilities.** | H | * Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron * SENCO has had conversation before re-opening with all of these vulnerable children, who may need personal care to discuss a transition plan and whether it is a reduced risk for them to be in school, depending on needs and level of support required * Dudley provided emergency PPE pack and was collected for Maidensbridge * All changing surfaces to be cleaned before and after each use * Nappies/soiled items to be disposed of in yellow bags * Staff to follow specific intimate care procedures. Please see updated personal care policy * Any soiled clothes are put into a plastic bag (double bagged) and sent home.   As a result, safe practices are followed and the risk of infection is reduced for staff and pupils. | **L** | **L** | **S Mason** | **W/B 18.5.2020** | **K Thomas** |
| Poor hygiene practice – **specific - end of the school day.** | H | * Issue information to parents about departure procedures, including safe pick-up * Inform pupils and parents of their allocated times for the end of their school day  |  |  |  |  | | --- | --- | --- | --- | | **Year Group** | **Drop Off Time** | **Pick Up Time** | **Location** | | Reception | 9am | 2pm | Reception Playground accessed  from the Main Office pathway | | Year 1 | 9.40am | 2.40pm | Rear entrance to school hall  from driveway on Beachcroft road | | Year 6 | 10am | 3pm | KS2 Playground gate  from Maidensbridge road | | Key Worker Group | 8.45am | 3.15pm | Main Office |  * Inform pupils and their parents of the allocated exit points and pick up points * Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely * Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.   As a result, the risk of infection is reduced as pupils and staff leave school. | **L**  **L** | **M**  **L** | **K Thomas**  **K Thomas** | **18.5.2020**  **Further advice will be given ahead of 2.6.2020 if re-opening to more children**  **18.5.2020** | **C Quinton**  **C Quinton** |
| Ill health in school. | M | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus * 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 * All staff are informed of the procedure in school relating a pupil becoming unwell in school * All staff advised of the procedure in school if a member of staff becomes unwell. * Ensure all staff absences are appropriately recorded. * Any pupil who displays signs of being unwell is immediately referred to Dean Nolan or Jayne Sollars and will be taken to the care room. Child will sit in the care room and wait for their parent to pick them up immediately. Staff member to wear PPE equipment and sit in the doorway to be able to supervise the child but not be in the room unless personal care is required. * Any staff member who displays signs of being unwell immediately refers themselves to Katie Thomas and is sent home * Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing * If a pupil needs to use the bathroom, they should use a separate bathroom (Care room) which will be cleaned after use. * Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained * If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn * The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen (By Radio) * Unwell pupils who are waiting to go home are supervised in the Care Room where they can be at least two metres away from others * Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.   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. | **L** | **L** | **D Nolan**  **J Sollars**  **S Starkey for calling parents**  **All Staff to follow procedure** | **1.6.2020** | **K Thomas** |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | M | * Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend  |  |  |  |  | | --- | --- | --- | --- | | **Year Group** | **Drop Off Time** | **Pick Up Time** | **Location** | | Reception | 9am | 2pm | Reception Playground accessed  from the Main Office pathway | | Year 1 | 9.40am | 2.40pm | Rear entrance to school hall  from driveway on Beachcroft road | | Year 6 | 10am | 3pm | KS2 Playground gate  from Maidensbridge road | | Key Worker Group | 8.45am | 3.15pm | Main Office |  * Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable * Timetable reviewed and refreshed and programme communicated to teachers and staff * Timetable for staff builds in remote learning time for other year groups and PPA * Sessions in R, 1 and 6 will be planned and led by the usual class teacher and will support other adults in the bubble who do not usually work in that area of school. * Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms * Leaders to consider how best to supplement remote education with face-to-face support for pupils.   As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering. | **L** | **L** | **K Thomas**  **D Nolan for Curriculum expectations and support for staff** | **Ongoing after initial plan that was sent to staff on 18.5.2020**  **Learning and curriculumwill be evaluated each week by leaders** | **K Thomas** |
| A pupil is tested and has a confirmed case of coronavirus. | M | In line with government advice:   * The rest of the class/group should be advised to self-isolate for 14 days * The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action.   As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus. | **L** | **L** | **K Thomas** | **Ongoing** | **C Quinton** |
| Insufficient staff to run face-to-sessions for pupils. | H | * Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school * Leaders to ensure that the clinically extremely vulnerable are not in attendance at school * Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible * Protocols for staff to inform leaders if they need to self-isolate are clearly in place * Leaders ensure there is more than one member of staff designated to each ‘bubble’ to allow learning to continue if one member of staff has to self-isolate   As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. | **M** | **L** | **K Thomas** | **1.6.2020**  **Ongoing staff considerations** | **C Quinton** |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | H | * Staggered starts to be put in place for break time and lunchtime * Children will eat in designated classrooms or in designated outdoor space * Allocated outdoor areas for each year group to be identified for break time and lunchtime * Lunchtime to be staggered for different year groups:   **R- 11.50am to 12.30**  **Yr1- 12-12.40pm**  **Yr6-12.50-1.30pm**  **Key Worker Group- 12.30pm-1.10pm (In a different space to other bubbles)**   * Pupils advised not to play contact games at break time or lunchtime. Pupils to be supervised in washing hands before and after lunch * Each bubble will have some designated equipment that will be washed daily and children will be encouraged to not touch their faces and wash their hands immediately after playing * In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food **(Not applicable at the moment)** * Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) **(Not Applicable at the moment)** * Tables to be cleaned between year groups using lunchtime facilities * Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting **illness (Only one member of catering staff in at the moment to prepare Grab Bags)** * Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing or outside in designated area.   As a result, the risk of infection during unstructured time is reduced. | **L** | **L** | **All staff**  **K Powell** | **Prepared for 2.5.2020 and ongoing cleaning regime and reminders to children** | **K Thomas** |
| Spread of infection in classrooms/shared areas. | H | * All unnecessary items to be removed from classrooms and learning environments and stored elsewhere * All soft furnishings and items that are hard to clean to be removed * Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart as much as possible and 1m at least and group sizes not exceeding 15 * Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible * Tissues and hand sanitiser to be located in each classroom/learning space * Lidded pedal bins used in each classroom and office and will be changed daily. * Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open * Where possible, windows to be opened to provide ventilation. * Children will be provided with a pencil case and all equipment necessary from school and that will only be used by them and will stay in school * Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use * Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use * Shared teaching resources to be cleaned prior to and after use daily * If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned * Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Only 3 members of staff in the staffroom at any one time and only 2 in the toilets. Staff to be reminded to adhere to social distancing at all times. Posters are placed in all of these shared areas to stipulate numbers of staff allowed together * Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc * Sanitiser wall units installed in 5 key areas * Staff must wash and dry their own cups, plates and utensils, using disposable towels.   As a result, the risk of infection to staff and pupils in classrooms is reduced. | **L** | **L** | **All Staff**  **Claeaners and Site Team**  **M Bott** | **1.6.2020** | **K Thomas** |
| Poor pupil behaviour increases the risk of the spread of the infection. | M | * Pupils are reminded of the behaviour policy on their return to school * Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence * Pupils’ individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.   As a result, pupils and staff understand the behaviour policy/individual plans in context. | **L** | **L** | **D Nolan** | **1.6.2020** | **K Thomas** |
| Pupils with complex needs are not adequately prepared for a return to school or safely supported. | M | * Specific arrangements for pupil transport have been risk assessed and agreed with local providers * Leaders and staff should review individual pupils’ handling plans, including the use of PPE * Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) * Review individual communication plans where close proximity is expected e.g. on-body signing * Plans should be understood, shared and followed consistently by all staff working with those pupils * Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. * SENCO to contact all parents of children with complex needs to discus possible return and plans necessary   As a result, pupils with complex needs are well supported. | **L** | **L** | **S Mason** | **1.6.2020** | **K Thomas** |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | M | * Appropriate planning is in place to support the mental health of pupils returning to school * Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. * SENCO to be in contact with all parents of these children   As a result, pupils with SEND and those concerned about returning to school are well supported. | **L** | **L** | **S Mason** | **W/B 18.5.2020** | **K Thomas** |
| Increased number of safeguarding concerns reported after lockdown. | L | * Agree safeguarding provision to be put in place to support returning pupils * Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns * Follow up any referrals made by staff swiftly, while maintaining social distancing. * Addendum added to current safeguarding policy   As a result, safeguarding remains of the highest priority and practice. | **L** | **L** | **S Mason**  **D Nolan**  **M Pearson**  **K Thomas** | **Ongoing** | **K Thomas**  **C Quinton** |
| Emergency evacuation due to fire etc. | M | * Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained * Leaders to communicate procedures to all staff * Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. * Staff will walk children through the new fire evacuation procedure several times in the first week back to school, ensuring children know how to exit the building, where to line up and how far to stay away from the next child.   As a result, social distancing is maintained in the event of an emergency evacuation. | **L** | **L** | **K Thomas**  **M Bott**  **All Staff** | **1.6.2020** | **C Quinton**  **K Thomas** |
| Cleaning is not sufficiently comprehensive. | H | * Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening * A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures- **M Bott** * Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning * Whilst pupils are at break time/lunchtime, M Bott to clean toilets. Staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards * Disposable gloves/wipes/sprays are next to photocopiers/printers etc * Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).   As a result, high standards of cleanliness are maintained in school. | **L** | **L** | **M Bott**  **All Staff** |  | **K Thomas** |
| Contractors, deliveries and visitors increase the risk of infection. | M | * All contractors to be checked to ensure that they are essential visitors prior to entry to the school * Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils * All contractors/visitors to wash hands either prior to or on entry to the school site * Contractors and visitors are directed to specific/designated handwashing facilities * All areas in which contractors work are cleaned in line with government guidance * Contractors to bring own food, drink and utensils onto site. * Staff who receive deliveries to the school to wash hands in line with government guidance after handling * Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries * If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building * Surfaces to be cleaned after any deliveries have been made.   As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised. | **L** | **L (Until roof project starts and then this likelihood may increase)** | **M Bott**  **S Starkey** |  | **K Thomas** |

**School-specific arrangements relating to risk assessment that may need additional detail:**

**Capacity and organisation of teaching spaces:** See below

**Arrival to and departure from school:** See below

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|  | **Reception**  (R and Y1 Area, R toilets and R playground) | **Year 1**  (Yr2 classroom and Hall, 3/4 toilets, main playground or field) | **Year 6**  (Yr3 and Yr4 classrooms, 5/6 toilets, main playground and Field) | **Key Worker Group**  (ICT Suite, 3/4 toilets, main playground and field) |
| **Staff** | Miss Mason, Mrs Brasenall, Miss Fellows, Miss Ryan, Miss Bullock | Mrs Green, Miss Taylor, Mrs Gaiger, Miss Emery | Mr Pearson, Miss Cleghorn, Mrs Bott | Mr Nolan, Mrs Sollarsn |
| **Projected Numbers** | 14  (Capacity 30) | 15  (Capacity 30) | 15 (Capacity 30) | 9+ (Capacity 12) |
| 8.45am | Online Contact for Y3 | Online Contact for Y4 | Online Contact for Yr5 | Enter via Main Office and Wash hands. |
| 9am | Enter school without parents via 2 Reception doors and Yr1 door- Wash Hands. |  |  | Outdoor Time 9.20pm  Wash Hands |
| 9.40am | Outdoor Time  Wash Hands | Enter school via the Staff entrance by the hall and wash hands. |  |  |
| 10am |  |  | Enter school via KS2 playground and wash hands. |  |
| 10.20am |  | Outdoor Time  KS2 Playground  Wash Hands |  |  |
| 10.40am | Outdoor Time  R Playground  Wash Hands |  | Outdoor Time  KS2 Playground  Wash Hands |  |
| 11am |  |  |  | Outdoor Time  KS2 Playground  Wash Hands |
| 11.20am |  | Outdoor Time  KS2 Playground  Wash Hands |  |  |
| 11.50am | Reception Lunchtime-Eat in Classrooms- Wash Hands (40 mins) staff covered 1 at a time |  |  |  |
| 12pm |  | Yr1 Lunchtime in Hall in 2 sittings and KS2 Playground- Wash Hands (40 mins) staff covered 1 at a time |  |  |
| 12.30pm |  |  |  | Lunchtime outside or in Computer Suite  Wash Hands (40 mins) staff covered 1 at a time |
| 12.50pm |  |  | Lunchtime in Classroom or Outside- Wash Hands (40 mins) staff covered 1 at a time |  |
| 2pm | Reception collected from Reception Playground |  |  | Outdoor Time  Wash Hands |
| 2.40pm |  | Yr1 collected from the staff entrance by the hall |  |  |
| 3pm | Online Contact for Yr3 | Online Contact for Yr4 | Yr6 collected from KS2 Playground |  |
| 3.15pm |  |  | Online Contact for Yr5 | Collected from Main Office |

**Online Contact will be daily for Year 2 (Possibly other Yr groups) from Mrs Payton and Mrs Round supported by C Duckworth and K Cockering**

**Friday:**Reception will be collected at 12.30pm, Year 1 collected at 12.45pm and Yr6 collected at 1.30pm. Friday PM will be PPA for all Teachers, which can be done at home.

**Movement around the school**

* One-way system down the corridor and through the hall
* Children will use designated toilets in their own area of school
* Staff will be limited in toilets, staff room and office
* Different exits for Fire evacuation
* Different areas on the playground for break time
* Restricted visitors
* No parents in the building unless by appointment

**Classroom allocations**

* See timetable above

**Timetable arrangements**

* Timetable and curriculum plans to be led initially by the class teachers of R, Yr1 and Yr6. S Mason, C Green, M Pearson
* Classes to be organised in to two bubbles, planning as if all children are back at school in these classes. SM/CG/MP
* Organise times for both bubbles to have 20 minutes outside in a designated area and 20 minutes inside eating in the classroom, separately. SM/CG/MP
* Organise staff to have lunches within the bubble. Dinner staff will release each teacher for 40 minutes and then TAs can be released for 30 minutes. SM/CG/MP

**Role of teaching assistants**

* Lead and support bubbles within the year group where appropriate
* Possible 1:1 support for well-being and pastoral support for children in the year group bubble.
* As much as possible staff will stay within one bubble and one half of the year group but in times of possible staff absence, they may be asked to support the other year group bubble but not mix with another year group

**Break time plan**

* Staff will supervise children in their own bubble on the playground and provide some equipment to play with that will stay with the bubble or children will stay in the classroom if it is raining. Staff to release each other for a toilet break. Staff can drink water or hot drinks in lidded cups with the children at break-time.
* Children should wash their hands before and after break-time and only use their designated toilets.

**Lunchtime plan**

* Staff to supervise the children in their bubble, eating food inside and then having time outside, weather permitting at the designated time for that bubble.
* Dinner staff will release the teachers one at a time for a 40-minute lunch, if required and the teacher will facilitate the TAs having a 30-minute lunch if required.
* If children need support with opening food packages eg yoghurts or peeling fruit staff will use gloves provided
* Children will wash their hands before and after lunchtime

**Catering staff**

* Grab Bags will be ordered in the morning by KS1 children who want them as their Universal Free School meal offer and benefit related free school meal children in KS2. They will choose from Ham, Tuna and Cheese and this will be delivered to the bubble by K Powell for their lunchtime.
* Only one or two maximum members of catering staff will be in the kitchen at the moment to allow social distancing.

**Cleaning**

* Cleaners will each have a zone to clean for each year group bubble
* Dinner staff will cover cleaner absence by doing 2 hours each in the morning
* M Bott will take responsibility of mixing chemicals and directing cleaners and checking on areas and quality of cleaning
* Staff can wipe tables/chairs and door handles down in their own areas, if happy to do so
* Toilets will be cleaned twice a day and hand sanitisers and paper towels will be checked on regularly throughout the day and topped up if necessary

**Toilets**

* Each year group bubble has designated toilets in school
* Reception will use Reception toilets
* Year 1 will use 3/4 toilets
* Key worker group will use 3/4 toilets
* Year 6 will use 5/6 toilets
* Posters will encourage children to check that only two are in the toilet at one time
* Staff will have posters on the door to ensure only 2 members of staff at a time in staff toilets
* Staff may need to supervise the smaller children, to ensure they are checking for too many children and washing their hands
* Children and staff will use the one-way system around the corridor

**Staffroom and offices**

* Posters will display how many adults are allowed at one time. 3 in the office, 3 in the staffroom and 2 in the toilets
* Screens will be added to the two office windows so that office staff can be protected when opening the window to parents or other staff
* Staff should use the corridor window as much as possible to communicate with the office, rather than going in to the workspace
* Children do not need to be in the office
* Staff should bring their own cutlery and utensils to use and wash them with paper towels
* Staff should be 2m apart in the staffroom area to maintain social distancing

**Transport**

* Government guidance has been sent to parents about recommendations about how to get to school
* No staff should car-share due to not being able to maintain 2m apart
* Transport for children, if necessary will only be arranged by S Mason, in consultation with K Thomas and a risk assessment will be created and agreed to by Dudley or Social services

**Classroom expectations**

* Updated Behaviour Policy will be shared with staff, children and parents to include new rules on hygiene and social distancing
* Classroom layout must remain in a position that adheres to children social distancing as much as possible
* Staff should not go in to areas that have other bubbles in them unless they are the Headteacher, First Aider or Site Manager
* Empty surfaces at all times to ensure they can be wiped down every day. As much equipment as possible to be stored in cupboards to reduce the amount that children can touch
* Children should stay in the same seat all day
* Work to be provided on paper and when marked, through stamps or stickers can go in the child’s plastic folder
* Child’s tray to be put either on top or underneath their table to allow them to store their work- children will not all be going to their trays or to a box with lunchboxes. All of their equipment should be at their desk as much as possible
* Each classroom should have tissues, paper towels, soap of there is a sink, hand sanitiser, a lidded bin, first aid bag to be used for children in the bubble, a radio for urgent communication

**Pupil expectations**

* Follow new school rules for hygiene and social distancing
* Only use their own equipment provided by school
* Only eat their own lunch, no sharing food
* Follow the one-way system
* Wash hands when directed to
* Use a tissue to catch sneezes and coughs and put in the lidded bin in the classroom, then wash hands
* Tell an adult if they feel unwell

Useful links:

* Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
* Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
* Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
* Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
* Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
* Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
* Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
* Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
* Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
* Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
* Pupils’ mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
* Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
* Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
* Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
* Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
* Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
* Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
* PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
* Public health England <https://www.gov.uk/government/organisations/public-health-england>
* NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
* Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
* DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
* Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>