

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

# ST MARK'S C OF E PRIMARY SCHOOL

Assessment conducted by: Keith Rondeau	Job title: Headteacher	Covered by this assessment:
Date of assessment: 20.07.2020	Date of next review: 30.10.2020	



July 2020  
 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 authorities.

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

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	<b>Medium</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 is updated.</li> <li>• Pupils updated via classrooms/email/text as necessary.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<b>Low</b>	<b>Low</b>	<p>KR LR SLT</p> <p><b>Teaching &amp; Support Staff</b></p> <p><b>ACTION: SMCoE Return Plan to be communicated to Parents &amp; Staff</b></p> <p><b>Update website with guidance</b></p>	<b>31.08.2020</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
Poor communication with parents and other stakeholders	<b>Medium</b>	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<b>Low</b>	<b>Low</b>	KR LR SLT <b>Teaching &amp; Support Staff</b>  <b>Teaching &amp; Support Staff</b>  <b>ACTION:</b> <b>SMCoE Return Plan to be communicated to Parents &amp; Staff</b>  <b>Update website with guidance</b>	<b>31.08.2020</b>	
Lack of awareness of policies and procedures	<b>Medium</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</li> </ul>	<b>Low</b>	<b>Low</b>	<b>Governors</b>  KR MM JR SW	<b>Policies update by 31.08.2020</b>  <b>Shared with staff by 01.09.2020</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>procedures including, but not limited to, the following:</p> <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> <ul style="list-style-type: none"> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>			<p><b>Staff teaching children</b></p> <p><b>ACTION: SMCoE Return Plan to be communicated to Parents &amp; Staff</b></p> <p><b>Update website with guidance</b></p> <p><b>Review these policies to ensure reference to Covid-19</b></p>	<p><b>Staff to share procedures with children on 1<sup>st</sup> day in school</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>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. 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.</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
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - <b>general</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall,</li> </ul>	<b>Low</b>	<b>Low</b>	<b>KR</b> <b>MR</b> <b>LR</b>  <b>Staff working with children</b>  <u><b>Action:</b></u> <b>Arrangement of additional cleaning;</b> <b>organisation of staffing to cover additional cleaning required;</b> <b>ensure that staff are fully trained in cleaning</b>	<b>31.08.2020</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>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</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• <b>Staff to bring in their own cups and utensils</b></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 daily.</li> </ul>			<p><b>procedures as per DMBC;</b></p> <p><b>Purchase of necessary resources to support control measures</b></p> <p><b>Dishwasher in school</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
		<p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> <p><b>NHS Hand Washing Guidance</b>  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><b>PHE Campaign Resources</b>  <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a></p>					
<p>Poor hygiene practice – <b>specific – school entrance</b></p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> <li>• If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.</li> </ul>	<p><b>Low</b></p>	<p><b>Low</b></p>	<p><b>KR LR Cleaning Staff</b></p> <p><b>ACTION: Purchase signage and social distancing 'spots'</b></p>	<p><b>31.08.2020</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
Poor hygiene practice – <b>specific – office spaces.</b>	<b>Medium</b>	<p>As a result, reception staff are protected.</p> <ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to support social distancing</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<b>Low</b>	<b>Low</b>	<b>KS AB LR</b>	<b>31.08.2020</b>	
Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b>	<b>Medium</b>	<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:</li> </ul>	<b>Low</b>	<b>Low</b>	<b>KR</b>  <b>Staff working with children</b>  <b>ACTION: SMCoE Return Plan to be communicated to Parents &amp; Staff</b>	<b>31.08.2020</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>○ <b>EYFS: 8.30am</b></li> <li>○ <b>KS1: 8.30am</b></li> <li>○ <b>LKS2: 8.45am</b></li> <li>○ <b>UKS2: 9.00am</b></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:               <ul style="list-style-type: none"> <li>○ <b>EYFS: Side entrance &amp; in front of EYFS play area</b></li> <li>○ <b>KS1: Demarcated zones on the playground</b></li> <li>○ <b>LKS2: Demarcated zones on the playground</b></li> <li>○ <b>UKS2: Demarcated zones on the playground</b></li> </ul> </li> <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 to this and schools should endeavor to ensure there are</li> </ul>			Update website with guidance		



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>enough hand washing facilities available. The correct hand washing routine should be followed.</p> <ul style="list-style-type: none"> <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 wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> </ul>					



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>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	<p><b>Medium</b></p>	<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 <a href="#">LINK</a></li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p><b>Low</b></p>	<p><b>Low</b></p>	<p><b>MM LR</b></p>	<p><b>31.08.2020</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
<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Issue information to parents about departure procedures, including safe pick-up: <b>Letter 28.07.2020</b></li> <li>• Inform pupils and parents of their allocated times for the end of their school day. <b>Letter 28.07.2020</b></li> <li>• Inform pupils and their parents of the allocated exit points and pick up points <b>Letter 28.07.2020</b></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. <b>When waiting to drop off or collect their child, they will remain 2m from other children and adults</b></li> <li>• Make parents and pupils aware of potential road closures, if applicable</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p><b>Low</b></p>	<p><b>Low</b></p>	<p><b>MR LR KR</b></p>	<p><b>31.08.2020</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
Ill health in school.	<b>Medium</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 and high temperature, 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 to 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 <b>Keith Rondeau, Headteacher</b> and in his absence, <b>G. Smith (Deputy Headteacher)</b></li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to <b>Keith</b></li> </ul>	<b>Low</b>	<b>Low</b>	KR LR SLT  <b>All staff working in school</b>  <b>ACTION: SMCoE Return Plan to be communicated to Parents &amp; Staff</b>  <b>Update website with guidance</b>	<b>31.08.2020</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><b>Rondeau, Headteacher</b> and in his absence, <b>G. Smith (Deputy Headteacher)</b> and is sent home</p> <ul style="list-style-type: none"> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room (<b>Safari Room</b>) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom (<b>Disabled toilet between Foxes and Hedgehogs</b>) which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A 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</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>should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in <b>the Safari Room</b> where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Poor management of pupil numbers reduces the ability	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> </ul>	<b>Low</b>	<b>Low</b>	KR GS MM JR	<b>31.08.2020</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
of pupils and staff to practice social distancing.		<ul style="list-style-type: none"> <li>• Leaders to calculate capacities of classrooms.</li> <li>• Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes.</li> <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>• Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Timetable reviewed and refreshed and programme 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</li> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul>			<b>LP SW Teaching &amp; Support</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
		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.					
A pupil is tested and has a confirmed case of coronavirus.	<b>High</b>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<b>Medium</b>	<b>Low</b>	<b>KR LR SLT Teaching &amp; Support Staff</b>	<b>31.08.2020</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
		 Schools Symptom Management S...					
Insufficient staff to run face-to-sessions for pupils.	<b>Medium</b>	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>Low</b>	<b>Low</b>	KR LR	<b>Action: List of shielded/vulnerable staff to be completed</b>  <b>31.08.2020</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 breaktime and lunchtime increases the risk of infection.	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for breaktime:               <ul style="list-style-type: none"> <li>○ <b>EYFS: Covered through CP</b></li> <li>○ <b>KS1: 10.00 to 10.15</b></li> <li>○ <b>LKS2: 10.20 to 10.35</b></li> <li>○ <b>UKS2: 10.40 to 10.55</b></li> </ul> </li> <li>• One-way circulation where possible 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 breaktime and lunchtime:</li> <li>• Lunchtime to be staggered for different year groups:               <ul style="list-style-type: none"> <li>○ <b>EYFS: 11.45 -12.30</b></li> <li>○ <b>KS1: 12.00 – 12.45</b></li> <li>○ <b>LKS2: 12.15 – 1.00</b></li> <li>○ <b>UKS2: 1.00 – 1.45</b></li> </ul> </li> <li>• Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> </ul>	<b>Low</b>	<b>Low</b>	<b>SLT KR Teaching &amp; Support Staff</b>	<b>31.08.2020</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>Children will eat their lunch in their classrooms with tables cleaned before and after by a member of the school site staff</li> <li>Touch terminals/cashless catering is not used.</li> <li>Tables to be cleaned between year groups using lunchtime facilities</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	<b>Medium</b>	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean to be removed</li> </ul>	<b>Low</b>	<b>Low</b>	<b>ACTION: SMCoe Return Plan to be communicated to Parents &amp; Staff</b>	<b>31.08.2020</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>• Class sizes reduced to ensure social distancing can be adhered to - <b>Follow new guidance re class sizes</b></li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - <b>Follow new guidance re class sizes</b></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> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> </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>• 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, including maximum numbers at any one time; signs to be placed on doors to serve as reminders</li> <li>• Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>• Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p><b>Low</b></p>	<p><b>Low</b></p>	<p><b>KR MM SLT Teaching &amp; Support Staff</b></p> <p><b>ACTION: MM to complete risk assessments</b></p> <p><b>Return to School Plan</b></p>	<p><b>31.08.2020</b></p>	
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported.</p>	<p><b>Medium</b></p>	<ul style="list-style-type: none"> <li>• Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>• Leaders and staff should review individual pupils handling plans, including the use of PPE</li> <li>• Additional advice should be sought from external agencies where appropriate in relation to moving</li> </ul>	<p><b>Low</b></p>	<p><b>Low</b></p>	<p><b>MM KR SLT</b></p> <p><b>Teaching &amp; Support Staff:</b></p>	<p><b>31.08.2020</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
		<p>and handling (physiotherapy, occupational therapy)</p> <ul style="list-style-type: none"> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</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> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	<b>Medium</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>	<b>Low</b>	<b>Low</b>	<b>MM</b> <b>KR</b> <b>SLT</b>  <b>Teaching &amp; Support Staff:</b>	<b>31.08.2020</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
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	<b>Medium</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, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<b>Low</b>	<b>Medium</b>	KR GS JR MM  <b>Teachers &amp; Support Staff</b>	<b>31.08.2020</b>	
Emergency evacuation due to fire etc.	<b>Medium</b>	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<b>Low</b>	<b>Low</b>	LR MR <b>Cleaning Staff</b>  <b>ACTION: Policy and plan reviews needed, especially Evacuation Plan</b>	<b>31.08.2020</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>Medium</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>• A nominated member of staff monitors 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 breaktime/lunchtime, Site manager &amp; Assisant Site Manager to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul>	<b>Low</b>	<b>Low</b>	<b>LR MR Cleaning Staff</b>  <b>ACTION: Policy and plan reviews needed, especially Evacuation Plan</b>	<b>31.08.2020</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
		As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection.	<b>Medium</b>	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with</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>staff. Drivers are not permitted to enter the school premises when making deliveries</p> <ul style="list-style-type: none"> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

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

**Capacity and organisation of teaching spaces**

- The school has 12 classrooms
- Non-essential resources and soft furnishings are removed

**Arrival to and departure from school**

- Dependent on the number of children who are attending
- There will be staggered start times and collection times



July 2020

- Different groups will have different drop-off and collection points

#### **Movement around the school**

- School will operate a one-way system

#### **Classroom allocations**

- Children will be allocated their 'usual' classroom.
- If this is not possible, they will be allocated a classroom suitable for their age

#### **Timetable arrangements**

- Specific timetables will be developed for each group

#### **Role of teaching assistants**

- Dependent on staff availability and the number of children in school

#### **Breaktime plan**

- Where possible, each bubble will go out for their break time alone
- If this is not possible, the playground will have clear zones with each group staying in a particular area

#### **Lunchtime plan**

- Those parents that request a school lunch will have a packed lunch.
- These will be left outside the classroom before the group's allocated lunchtime
- Children will have their lunch in the classroom. Tables will be wiped and cleaned before eating.
- **Tables will be cleaned after eating,** when children go out for the lunch break after eating their sandwiches

#### **Catering staff**

- Ensure that we are not over-staffed and that regular cleaning is undertaken

#### **Cleaning**



July 2020

- End of day cleaning by the cleaning team
- Site manager and assistant site manager to complete additional cleaning during the day. Once in the morning and once in the afternoon – doors, handles etc.

### Toilets

- Allocate specific toilet blocks for specific groups.
- Ensure restocking of soap and hand towels throughout the day

### Staffroom and offices

- Remove chairs from the staffroom so there is a 2m gap at all times.

### Transport

- Not applicable

### Classroom expectations

- Children will, on their return to school, have age-appropriate conversations about the school day and how, and why, things will be different.
- For older children, there will be a discussion about maintaining social distance, were applicable

### Pupil expectations

- Discussion to be had with the interim head of SEN within the authority concerning those children who have behaviours that will limit their ability to stay within a bubble.

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>



July 2020

- 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>

33



July 2020

- 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>

