

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

ST MARK'S C OF E PRIMARY SCHOOL



Assessment conducted by: Keith Rondeau	Job title: Headteacher	Covered by this assessment:
Date of assessment: 18.05.2020	Date of next review: 18.06.2020	

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 Nursery, 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 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 \(updated 12 May\)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken: Low, Medium or High
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.
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	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> 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 Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	KR LR SLT Teaching & Support Staff ACTION: SMCoE Return Plan to be communicated to Parents & Staff Update website with guidance	<u>02.06.2020</u>	
Poor communication with parents and other stakeholders	Medium	<ul style="list-style-type: none"> 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. 	Low	Low	KR LR SLT Teaching & Support Staff Teaching & Support Staff	<u>02.06.2020</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and all staff working with pupils are adhering to current advice.			ACTION: SMCoE Return Plan to be communicated to Parents & Staff Update website with guidance		
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures 	Low	Low	Governors KR MM JR SW KR Staff teaching children ACTION: SMCoE Return Plan to be communicated	Policies update by 29.05.2020 Shared with staff by 02.06.2020 Staff to share procedures with children on	

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		<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - 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 3 June 			<p>to Parents & Staff</p> <p>Update website with guidance</p> <p>Review these policies to ensure reference to Covid-19</p>	<p>1st day in school</p>	

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		<p>2020. 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 - general</p>	<p>Medium</p>	<ul style="list-style-type: none"> • 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 • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - 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 	<p>Low</p>	<p>Low</p>	<p>KR MR LR</p> <p>Staff working with children</p> <p>Action: Arrangement of additional cleaning; organisation of staffing to cover additional cleaning required; ensure that staff are fully</p>	<p>02.03.2020</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>reception area, classrooms and other key locations for staff, pupils and visitors</p> <ul style="list-style-type: none"> • 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 • 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 and paper/hand towels are refilled regularly daily. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			<p>trained in cleaning procedures as per DMBC;</p> <p>Purchase of necessary resources to support control measures</p> <p>Dishwasher in school</p>		

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		<p>NHS Hand Washing Guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ PHE Campaign Resources https://campaignresources.phe.gov.uk/schools</p>					
Poor hygiene practice – specific – school entrance	Medium	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • 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 • Rearrange furniture in reception area to facilitate social distancing. <p>As a result, reception staff are protected.</p>	Low	Low	KR LR Cleaning Staff ACTION: Purchase signage and social distancing 'spots'	<u>02.06.2020</u>	
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> • 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. 	Low	Low	KS AB LR ACTION: Purchase of necessary resources to	<u>02.06.2020</u>	

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		As a result, office practice in office spaces limits the risk of the spread of any infection.			support control measures		
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	Medium	In line with government advice: <ul style="list-style-type: none"> • 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 • Inform each year group and their parents of their allocated times for the beginning and end of their school day: <ul style="list-style-type: none"> ○ Year 6: 8.45am to 2.45pm ○ Year 1: 8.15am to 2.15pm ○ Reception 8.30am to 2.30pm ○ Nursery 8.30 to 11.30am • 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"> ○ Nursery & Reception by EYFS outdoor area ○ Year 1: The back of the playground ○ Year 6: The front of the playground 	Low	Low	KR Staff working with children ACTION: SMCoe Return Plan to be communicated to Parents & Staff Update website with guidance	<u>02.06.2020</u>	

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		<ul style="list-style-type: none"> • 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 • Children can only be dropped off and collected by one adult • 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. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	Medium	<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • 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 LINK 	Low	Low	MM LR	<u>02.06.2020</u>	

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		<ul style="list-style-type: none"> Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
Poor hygiene practice – specific - end of the school day.	High	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up: Letter 26.05.2020 Inform pupils and parents of their allocated times for the end of their school day. Letter 26.05.2020 Inform pupils and their parents of the allocated exit points and pick up points Letter 26.05.2020 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. When waiting to drop off or collect their child, they will remain 2m from other children and adults Make parents and pupils aware of potential road closures, if applicable 	Low	Low	MR LR KR	<u>02.06.2020</u>	

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, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	Medium	<ul style="list-style-type: none"> • 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 to 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 Keith Rondeau, Headteacher and in his absence, M.Makarounas and J.Rich (AHTs) • Any staff member who displays signs of being unwell immediately refers themselves to Keith Rondeau, 	Low	Low	KR LR SLT All staff working in school ACTION: SMCoE Return Plan to be communicated to Parents & Staff Update website with guidance	<u>02.06.2020</u>	

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		<p>Headteacher and in his absence, M.Makarounas and J.Rich (AHTs) and is sent home</p> <ul style="list-style-type: none"> • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room (Safari 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 (Disabled toilet between Foxes and Hedgehogs) 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 worn 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 					

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		<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are supervised in the Safari 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. <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 of pupils and staff to practice social distancing.	Low	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend 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 Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms 	Low	Low	KR MM JR LP SW Teaching & Support	<u>02.06.2020</u>	

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		<ul style="list-style-type: none"> Leaders to consider how best to supplement remote education with face-to-face support for pupils. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days including staff connected with that group The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	Medium	Low	KR LR SLT Teaching & Support Staff	<u>02.06.2020</u>	
Insufficient staff to run face-to-sessions for pupils.	Medium	<ul style="list-style-type: none"> 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 	Low	Low	Staff SLT ACTION:	<u>02.06.2020</u>	

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"> 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 a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>			SMCoE Return Plan to be communicated to Parents & Staff		
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Breaktime to be staggered for different year groups: <ul style="list-style-type: none"> EYFS#1: 10.10 to 10.30 (Zoned area on the playground) EYFS#2: 10.30 to 10.50 (Zoned area on the playground) YEAR 1: 10.20 to 10.40 (Zoned area on the playground) 	Low	Low	SLT KR Teaching & Support Staff	<u>02.06.2020</u>	

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		<ul style="list-style-type: none"> • Key Worker Group: 10.20 to 10.40 (Zoned area on the playground) • YEAR 6: 10.40 to 11.00 • Lunchtime staggered for different year groups: • YEAR 6: 12.30 to 1.15 • Reception: 12.00 to 12.45 • Year 1: 11.45 to 12.30 • Key Worker Group: 12.00 to 12.45 • The playground will be zoned • Afternoon break will be staggered for different year groups: • Year 1: 1.30 to 1.45 (Zoned area on the playground) • EYFS#1: 1.30 to 1.45 (Zoned area on the playground) • EYFS#2: 1.45 to 2.00 (Zoned area on the playground) • Key Worker Group: 1.45 – 2.00 (Zoned area on the playground) • Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited • Pupils to be supervised in washing hands before and after lunch • Children to eat lunch in classrooms. Tables wiped before and after eating. 					

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		<ul style="list-style-type: none"> Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness All children to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	Medium	<ul style="list-style-type: none"> 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 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 Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open 	Low	Low	ACTION: SMCoE Return Plan to be communicated to Parents & Staff Purchase of necessary resources to support control measures	02.06.2020	

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		<ul style="list-style-type: none"> • Where possible, windows to be opened to provide ventilation. • Staff to clean IT equipment (especially 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; equipment use staggered to permit 72 hour break between uses • 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 a maximum of 4 staff in the staffroom at any one time; Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • Staff must wash and dry their own cups, plates and utensils, using disposable towels. 					

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, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	<ul style="list-style-type: none"> 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. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Low	Low	KR MM SLT Teaching & Support Staff ACTION: MM to complete risk assessments Return to School Plan Review of Behaviour Policy		
Pupils with complex needs are not adequately prepared for a	Medium	<ul style="list-style-type: none"> 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 	Low	Low	MM KR SLT	02.06.2020	

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
return to school or safely supported.		<ul style="list-style-type: none"> 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. <p>As a result, pupils with complex needs are well supported.</p>			Teaching & Support Staff:		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> 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. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	MM KR SLT Teaching & Support Staff: ACTION:	02.06.2020	

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		Mental Health Resources https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.mentallyhealthyschools.org.uk/resources/coronavirus-resources-for-mental-health-and-wellbeing-toolkit-1/ 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			Research and issue C-19 MH Resources		
Increased number of safeguarding concerns reported after lockdown.	Medium	<ul style="list-style-type: none"> • 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. <p>As a result, safeguarding remains of the highest priority and practice.</p>	Low	Medium	KR JR MM Teachers & Support Staff	02.06.2020	

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Emergency evacuation due to fire etc.	Medium	<ul style="list-style-type: none"> • 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. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	LR MR KR SLT Teaching & Support Staff ACTION: Review Emergency Evacuation	02.06.2020	
Cleaning is not sufficiently comprehensive.	Medium	<ul style="list-style-type: none"> • 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 • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning • Whilst pupils are at breaktime/lunchtime, MR & DW 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. 	Low	Low	LR MR Cleaning Staff ACTION: Policy and plan reviews needed, especially Evacuation Plan	02.06.2020	

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		<ul style="list-style-type: none"> 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). <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> 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 	Low	Low	K.Round MR Office staff ACTION: Purchase of necessary resources to support control measures Liaison with Corporate Landlord for training updates etc. as required	02.06.2020	

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		<p>permitted to enter the school premises when making deliveries</p> <ul style="list-style-type: none"> 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. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

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>
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- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
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- 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>
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- 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
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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

Capacity and organisation of teaching spaces

- The school has 12 classrooms
- Each classroom will be reorganised so it caters for no more than 15 children
- 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
- 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
- Decisions around

Role of teaching assistants

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

Breaktime plan

- Where possible, each group 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

- 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.
- Tape floor in staffroom to serve as visible 2m reminder
- No more than two people in the office at one time to ensure 2m can be observed; DHT office may be used.

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, where possible, a 2m distance.

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>
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