

## Coronavirus (COVID-19):

**Risk Assessment Action Plan for wider opening of school from Monday 8<sup>th</sup> March 2021**  
**To be read in conjunction with the 'Return to School' document available on the school website**

### Peters Hill Primary School

Assessment conducted by: Mr S Duncan	Job title: Head teacher	Covered by this assessment:
<p>Date of assessment:</p> <p>Initial assessment – 18<sup>th</sup> August 2020</p> <p>Reviewed 14<sup>th</sup> September 2020</p> <p>Reviewed October 2020</p> <p>Reviewed – November 18<sup>th</sup> 2020</p> <p>Reviewed – January 2021</p> <p>Reviewed – 23<sup>rd</sup> February 2021</p> <p>Reviewed – April 2021</p> <p>Reviewed – May 2021</p> <p>Reviewed – June 2021</p> <p>Reviewed – August 2021</p> <p>Reviewed – October 2021</p> <p><b>Reviewed – 17<sup>th</sup> January 2022</b></p>	<p>Date of next review: February 22 (or earlier if needed)</p>	<p>The school lapses in following national guidelines and advice, putting everyone at risk.</p> <p>Poor communication with parents and other stakeholders.</p> <p>Lack of awareness of policies and procedures.</p> <p>Poor hygiene practice in school – <b>general</b></p> <p>Poor hygiene practice – <b>specific – school entrance</b></p> <p>Poor hygiene practice – <b>specific – office spaces.</b></p> <p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p> <p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p> <p>Poor hygiene practice – <b>specific - end of the school day.</b></p> <p>Ill health in school.</p> <p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p> <p>A pupil is tested and has a confirmed case of coronavirus.</p> <p>Insufficient staff to run face-to-sessions for pupils.</p> <p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p> <p>Spread of infection in classrooms/shared areas.</p> <p>Poor pupil behaviour increases the risk of the spread of the infection.</p> <p>Pupils with complex needs are not adequately prepared for school or safely supported.</p> <p>Vulnerable pupils and pupils with SEND do not receive appropriate support.</p> <p>Increased number of safeguarding concerns reported after lockdown.</p> <p>Emergency evacuation due to fire etc.</p> <p>Cleaning is not sufficiently comprehensive.</p> <p>Contractors, deliveries and visitors increase the risk of infection.</p>

The sole purpose of this risk assessment is to support schools in **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 \(updated 12 May \)](#)
  - [Schools Corona Virus Operational Guidance \(February 2021\)](#)

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.
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 <b>IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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	M	<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 and Vice Chair of Governors and passed on to parents and staff by email</li> <li>Fortnightly Teams meeting to take place between the Head/Chair/Vice Chair to ensure updates are in place.</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>L</b>	<b><u>SD, MG, JB</u></b>	<b><u>Ongoing</u></b>	
	M		<b>L</b>	<b>L</b>	<b><u>SJ</u></b>	<b><u>Ongoing</u></b>	
	M		<b>L</b>	<b>L</b>	<b><u>YGLs</u></b>	<b><u>Ongoing</u></b>	
	M		<b>L</b>	<b>L</b>	<b><u>SD</u></b>	<b><u>Ongoing</u></b>	
			<b>L</b>	<b>L</b>	<b><u>SD/MG/JB</u></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	H  M M  M	<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 along with the 'Operation Plan'</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>Staff training to be used to share all points of the plan as needed.</li> </ul> <p>As a result, all pupils and all staff working with pupils are well informed and adhering to current advice.</p>	M  L  L  L	L  L  L  L	SD  SD  SD, SJ  SD		
Lack of awareness of policies and procedures	H  H       H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Staff absence reporting procedures</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	M  M      M	M  M      M	SLT  SJ      SLT, SH		

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 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>					
	H	<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> </ul>	M	L	SD, SJ, HO, LJ, SH		
	H	<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> </ul>	M	L			
	H	<ul style="list-style-type: none"> <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> </ul>	M	L			
	H	<ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school each half term. 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. This message reinforced to all pupils regularly.</li> </ul>	M	M			
			L	L			

First morning of children being in school with teaching staff – each half term

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
	M	<ul style="list-style-type: none"> <li>Electronic briefings issued to staff as needed. Email system and Newsfeed used as the main sources of communication for whole school topics.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school - <b>general</b>	<div>H</div> <div>H</div> <div>M</div> <div>M</div>	<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, lunchtimes and when moving rooms 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</li> </ul>	<div>M</div> <div>M</div> <div>M</div> <div>M</div> <div>L</div>	<div>M</div> <div>M</div> <div>L</div> <div>L</div> <div>L</div>	<div>LJ</div> <div>Class teachers</div> <div>Class teachers</div> <div>SJ and LJ</div> <div>All staff</div>		

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
	M	reception area, dining hall, classrooms and other key locations for staff, pupils and visitors					
	H	<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> </ul>	<u>M</u>	<u>M</u>	<u>Site team led by LJ</u>		
	M	<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> </ul>	<u>M</u>	<u>M</u>	<u>Teaching staff and TAs</u>		
	H	<ul style="list-style-type: none"> <li>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>Pupils and staff do not share cutlery, cups or food</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>Staff to bring in their own cups and utensils as needed</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>All utensils are thoroughly cleaned before and after use</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ</u>		
	H	<ul style="list-style-type: none"> <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. Additional cleaners have been appointed for cleaning throughout the day.</li> </ul>					
		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					

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 – school entrance</b>	H H H H M H H	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing where needed</li> <li>Barriers/screens to be used by reception/admin staff when dealing with parents/visitors/contractors.</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building. Main office to be closed to parents.</li> <li>Rearrange furniture in reception area to facilitate social distancing.</li> <li>All staff to wear face coverings in communal areas of school if they are medically able to do so.</li> </ul> <p><b>As a result, reception staff are protected.</b></p>	<u>M</u> <u>M</u>   <u>M</u> <u>L</u>  <u>M</u> <u>M</u>	<u>M</u> <u>M</u>   <u>M</u> <u>L</u>  <u>M</u> <u>M</u>	<u>SJ and site JW</u>    <u>LJ JW</u>  <u>JW</u> <u>SD</u>		
Poor hygiene practice – <b>specific – office spaces.</b>	H H H H H H	<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> <li>Staff entering the office areas is limited. Signage placed on doors to show this. All staff to use the main window if needing the office staff.</li> <li>All visitors to school to wear face coverings.</li> </ul>	<u>M</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>M</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u> <u>L</u>	<u>SJ and JW</u>	<u>January 22</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"> <li>Medical room to only be accessed by the First Aid assistant or Office Manager.</li> <li>Telephone use to be restricted to individual office staff. No telephones to be shared.</li> <li>Telephones to be wiped down after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<u>L</u>	<u>L</u>			
Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b>	H	In line with government advice:	<u>M</u>	<u>H</u>	<u>SD</u>		
	H	<ul style="list-style-type: none"> <li>Issue information to young people, parents, carers, staff and visitors not to enter the school if they display any symptoms of coronavirus</li> </ul>	<u>M</u>	<u>M</u>	<u>SD and JW</u>		
	H	<ul style="list-style-type: none"> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> </ul>	<u>M</u>	<u>M</u>	<u>JW</u>		
	H	<ul style="list-style-type: none"> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day.</li> </ul>	<u>M</u>	<u>M</u>	<u>SD and JW</u>		
	H	<ul style="list-style-type: none"> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival.</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		
		<ul style="list-style-type: none"> <li>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		

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	H	<ul style="list-style-type: none"> <li>• Soap and water is the best approach to this and school will endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed at all times.</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		
	H	<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> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		
	H	<ul style="list-style-type: none"> <li>• ensure supervision of hand sanitiser use given risks around ingestion.</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		
	H	<ul style="list-style-type: none"> <li>• Young children and pupils with complex needs should continue to be helped to clean their hands properly.</li> </ul>	<u>M</u>	<u>M</u>	<u>SD</u>		
	H	<ul style="list-style-type: none"> <li>• All staff to wash hands on arrival in school</li> </ul>	<u>M</u>	<u>M</u>	<u>SD and SLT</u>		
	H	<ul style="list-style-type: none"> <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> </ul>	<u>M</u>	<u>M</u>	<u>SD</u>		
	H	<ul style="list-style-type: none"> <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> </ul>	<u>M</u>	<u>M</u>	<u>Class teachers</u>		
	H	<ul style="list-style-type: none"> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> </ul>	<u>M</u>	<u>M</u>	<u>SJ and LJ</u>		
	H	<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>	<u>M</u>	<u>M</u>	<u>LJ</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
	H	<ul style="list-style-type: none"> <li>'Keep left' system to be used across the school. One way systems to be marked clearly both indoors and outdoors as needed.</li> </ul> <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.	H	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron and face shield. PPE available for all staff in all areas of school (green boxes)</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures as per policy</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>	<u>M</u>	<u>M</u>	<u>LJ and SH</u>		
	H		<u>M</u>	<u>M</u>	<u>LJ</u>		
	H		<u>M</u>	<u>M</u>	<u>SH</u>		
	H		<u>M</u>	<u>M</u>	<u>SJ</u>		
	H		<u>M</u>	<u>M</u>	<u>SH</u>		
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day – Reception staggered from Yrs 1 - 6</li> <li>Inform pupils and their parents of the allocated exit points and pick up points</li> </ul>	<u>M</u>	<u>M</u>	<u>SD</u>		
	H		<u>M</u>	<u>M</u>	<u>SD</u>		
	H		<u>M</u>	<u>M</u>	<u>SD</u>		
	H		<u>M</u>	<u>M</u>	<u>SD</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
	H	<ul style="list-style-type: none"> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day.</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<u>M</u>	<u>M</u>	<u>SD</u>		
Ill health in school.	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> </ul>	<u>M</u>	<u>M</u>	<u>SD</u>		
	M	<ul style="list-style-type: none"> <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> </ul>	<u>M</u>	<u>M</u>	<u>SD</u>		
	M	<ul style="list-style-type: none"> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> </ul>	<u>L</u>	<u>L</u>	<u>SH</u>		
	M	<ul style="list-style-type: none"> <li>All staff advised of the procedure in school if a member of staff becomes unwell</li> </ul>	<u>L</u>	<u>L</u>	<u>SH</u>		
	M	<ul style="list-style-type: none"> <li>Ensure all staff absences are appropriately recorded.</li> </ul>	<u>L</u>	<u>L</u>	<u>JB</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
	M	Any pupil who displays signs of being unwell is immediately referred to the First Aid Assistant	<u>M</u>	<u>L</u>	<u>SD</u>		
	M	Any staff member who displays signs of being unwell immediately refers themselves to the Headteacher and is sent home	<u>M</u>	<u>L</u>	<u>SD</u>		
	M	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	<u>M</u>	<u>M</u>	<u>Class teacher and TA</u>		
	H	If a pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use. The site team must be notified immediately	<u>M</u>	<u>M</u>	<u>Class teacher and TA</u>		
	H	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	<u>M</u>	<u>M</u>	<u>Year group staff it applies to</u>		
	H	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	<u>M</u>	<u>M</u>	<u>Class teacher</u>		
	H		<u>M</u>	<u>M</u>	<u>Class teacher</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
	H  H	<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 an area 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 style="background-color: yellow;">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>	<b>L</b>	<b>M</b>	<b><u>Site team</u></b>		
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H H H  H  H	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> <li>Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes.</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> </ul>	<b>L</b>  <b>L</b> <b>L</b>  <b>M</b>	<b>L</b>  <b>M</b> <b>L</b>  <b>L</b>	<b><u>SD, SLT</u></b>  <b><u>SD, SLT</u></b> <b><u>SD, SLT</u></b>  <b><u>SD, SLT</u></b>	<b>Reviewed for 8<sup>th</sup> March then ongoing</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
	H	<ul style="list-style-type: none"> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils. 'Satchel One' in place to deliver home learning as needed.</li> </ul>	<u>M</u>	<u>M</u>	<u>SD, SLT</u>		
		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.	<u>L</u>	<u>L</u>	<u>SD, SLT</u>		
	H		<u>L</u>	<u>M</u>	<u>SD, SLT</u>		
	H		<u>L</u>	<u>M</u>	<u>SD, SLT</u>		
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of clinically extremely vulnerable and clinically vulnerable adults for their school. Individual risk assessments to be in place and updated as necessary for school opening. These are not required until guided to do so by Public Health.</li> </ul>	<u>M</u>	<u>M</u>	<u>SD and SJ</u>		
	M	<ul style="list-style-type: none"> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible and as needed.</li> </ul>	<u>L</u>	<u>M</u>	<u>SD and SJ</u>		
	M	<ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>	<u>L</u>	<u>M</u>	<u>(supported by Dudley HR)</u>		
			<u>M</u>	<u>M</u>	<u>JB</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
	M	<ul style="list-style-type: none"> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>Insufficient staff to run face to face sessions will result in the move to remote education for specific groups.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime</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</li> <li>Pupils advised not to play contact games at breaktime or lunchtime.</li> <li>Ball games and shared outdoor equipment to be minimised across groups. Children to remain in year groups at all times and classes as much as possible.</li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>In canteen/eating spaces, consideration given to marking seats that can be used by specific classes and removing unnecessary seating. Bench style seating clearly marked.</li> </ul>	<u>M</u>	<u>M</u>	<u>SD, SJ and WC</u>		
	H		<u>M</u>	<u>M</u>	<u>SD, SJ and WC</u>		
	H		<u>M</u>	<u>M</u>	<u>SD, SJ and WC</u>		
	H		<u>M</u>	<u>M</u>	<u>SD, SJ and WC</u>		
	H		<u>M</u>	<u>M</u>	<u>SD, SJ and WC</u>		
	H		<u>M</u>	<u>M</u>	<u>WC and Class teachers</u>		
	H		<u>M</u>	<u>M</u>	<u>WC</u>		
	H						

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
	H	Screen provided to protect food in canteen when pupils purchase food. Children eat in class bubbles.	L	M	SJo		
	H	<ul style="list-style-type: none"> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> </ul>	L	M	WC		
	H	<ul style="list-style-type: none"> <li>Tables to be cleaned between year groups using lunchtime facilities</li> </ul>	L	M	SJo		
	H	<ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> </ul>	L	M	WC		
		<ul style="list-style-type: none"> <li>Pupils who bring a packed lunch, to eat in class group 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.	H	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere where possible</li> </ul>	M	H	Class teacher		
	H	<ul style="list-style-type: none"> <li>All soft furnishings and items that are hard to clean to be removed where possible</li> </ul>	L	M	Class teacher		
	H	<ul style="list-style-type: none"> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> </ul>	M	M	SLT		

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
	H	<ul style="list-style-type: none"> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teacher</u>		
	H	<ul style="list-style-type: none"> <li>Bins to be emptied at least twice daily in classrooms.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ</u>		
	H	<ul style="list-style-type: none"> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where safe to do so. This does not apply to fire doors.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ</u>		
	H	<ul style="list-style-type: none"> <li>Where possible, windows to be opened to provide ventilation.</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>Inform all the pupils that they must keep the equipment given to them (stationery, calculators etc) to reduce the risk of infection</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teacher</u>		
	H	<ul style="list-style-type: none"> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <li>Shared teaching resources to be cleaned prior to and after use</li> </ul>	<u>M</u>	<u>M</u>	<u>All staff</u>		
	H	<ul style="list-style-type: none"> <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> </ul>	<u>M</u>	<u>M</u>	<u>Class teacher</u>		
	H	<ul style="list-style-type: none"> <li>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time – no more than 3 people in the staffroom at any one time Staff to be reminded to adhere to social distancing at all times</li> </ul>	<u>M</u>	<u>M</u>	<u>Class teacher</u> <u>Class teacher and TA</u>		
	H		<u>M</u>	<u>M</u>	<u>All staff</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
	H H	<ul style="list-style-type: none"> <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>	<u>M</u> <u>M</u>	<u>M</u> <u>M</u>	<u>LJ</u> <b>All staff</b>		
Poor pupil behaviour increases the risk of the spread of the infection.	H H H	<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>	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u>	<u>HO</u> <u>HO</u> <u>SC</u>		
Pupils with complex needs are not adequately prepared for school or safely supported.	H H H	<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> </ul>	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u>	<u>SPo</u> <u>SPo</u> <u>SPo</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
	H H H	<ul style="list-style-type: none"> <li>Additional advice has been sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <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 or through any expected changes.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u>	<u>SPo</u> <u>SPo</u> <u>SPo</u>		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H H	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils in school</li> <li>Agree what support is available to pupils with SEND in conjunction with families and other agencies.</li> <li>Individual pupil risk assessments completed as applicable.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>M</u> <u>M</u>	<u>M</u> <u>M</u>	<u>SPo</u>		
Increased number of safeguarding concerns reported after lockdown.	H H	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support pupils</li> </ul>	<u>M</u> <u>M</u>	<u>M</u> <u>M</u>	<u>TC and KB</u> <u>TC and KB</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
	H	<ul style="list-style-type: none"> <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>	<u>M</u>	<u>M</u>	<u>TC and KB</u>		
Emergency evacuation due to fire etc.	H H H	<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>	<u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u>	<u>SJ and LJ</u> <u>SJ and LJ</u> <u>SJ and LJ</u>		
Cleaning is not sufficiently comprehensive.	H H H H	<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>Additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Whilst pupils are at breaktime/lunchtime, lunch team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> </ul>	<u>M</u> <u>M</u> <u>M</u> <u>M</u>	<u>M</u> <u>M</u> <u>M</u> <u>M</u>	<u>SJ and LJ</u> <u>LJ</u> <u>LJ</u> <u>WC</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
	H	<ul style="list-style-type: none"> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ</u>		
	H	<ul style="list-style-type: none"> <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> <p>As a result, high standards of cleanliness are maintained in school.</p>	<u>M</u>	<u>M</u>	<u>LJ</u>		
Contractors, deliveries and visitors increase the risk of infection.	H	<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> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>All contractors/visitors to wash hands either prior to or on entry to the school site.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>Contractors and visitors are directed to specific/designated handwashing facilities .</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>All areas in which contractors work are cleaned in line with government guidance.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>Contractors to bring own food, drink and utensils onto site.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ and JW</u>		
	H	<ul style="list-style-type: none"> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> </ul>	<u>M</u>	<u>M</u>	<u>LJ</u>		
	H	<ul style="list-style-type: none"> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> </ul>	<u>M</u>	<u>M</u>	<u>DN</u>		
	H	<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> </ul>	<u>M</u>	<u>M</u>	<u>DN</u>		

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	H	<ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul>	M	M	Office staff		
	H	<p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	M	M	Office staff		
Pregnancy – Vaccinated Staff and Visitors	H	<ul style="list-style-type: none"> <li>The following recommendations apply for pregnant women at any gestation who are vaccinated</li> <li>There will be a workplace risk assessment put in place.</li> <li>Vaccinated Pregnant Staff and Visitors should only continue working if the risk assessment advises that it is safe to do so.</li> <li>We will remove or manage any risks. If this cannot be done, we will offer suitable alternative work or working arrangements (including working from home) or be suspended on normal pay.</li> <li><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> </ul>	L	M	SD	As staff and Visitors are identified	
Pregnancy – Unvaccinated or not fully vaccinated Staff and Visitors	H	<ul style="list-style-type: none"> <li>Pregnant and unvaccinated or not fully vaccinated individuals, should take a more precautionary approach.</li> <li>This is because they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</li> </ul>	L	M	SD	As staff and Visitors are identified	

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>Therefore, they should seriously consider getting the COVID-19 vaccine and completing the vaccination schedule of 2 doses to protect themselves and their baby.</p> <ul style="list-style-type: none"> <li>We will undertake a workplace risk assessment, and where appropriate consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</li> <li>Where adjustments to the work environment and role are not possible and alternative work cannot be found, staff may be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</li> </ul>					

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

These are found in the 'Operational Plan'. This is available on the school website. All staff have been made aware of these procedures.

#### 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](https://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>