

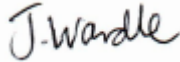


<b>Activity</b>	Whole School Return September 2020 – managing the risk.			
<b>Establishment Academy Name</b> 	<b>St. Francis and St. Clare Catholic Multi Academy Company</b>  <b>Corpus Christi Catholic Primary</b>			
	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Risk Assessor/Principal/Manager</b>	Julie Wardle	Principal		4.8.2020

**The Risk Assessments have been compiled taking into consideration the current national guidance:-**

**Preparing for the full opening of schools -**

[Actions for schools during the coronavirus outbreak](#)

**Implementing protective measures in education and childcare settings -**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Closure of educational settings – information for parents and carers -**

[What parents and carers need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#)

[Guidance for full opening: schools - GOV.UK](#)

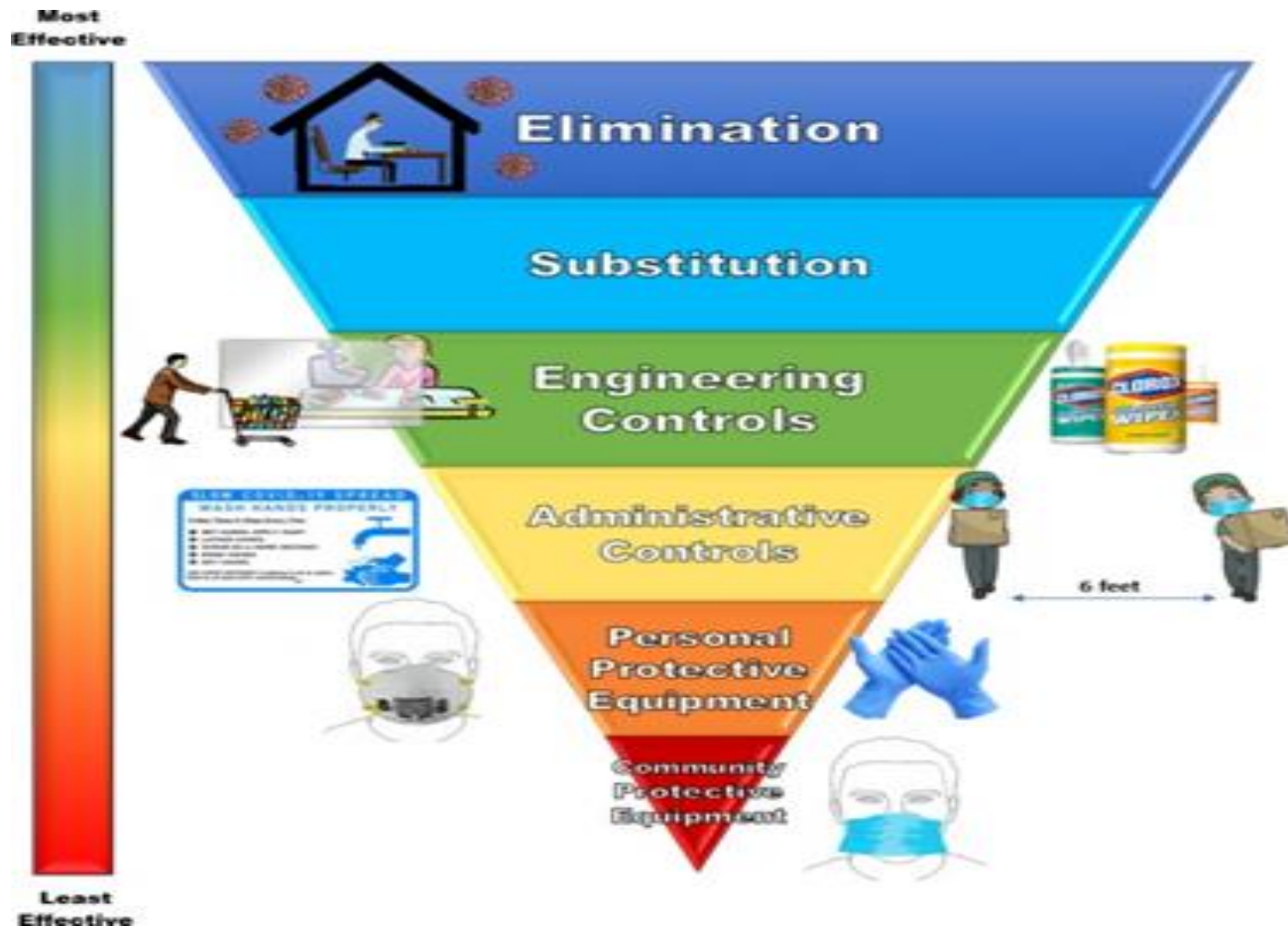
[What parents and carers need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#)

## COVID-19: cleaning in non-healthcare settings

**YOU MUST DATE THE SECTIONS THAT HAVE BEEN CONSIDERED AND IMPLEMENTED AND SHARED WITH STAFF.**

**The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:**

- **Elimination** – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- **Substitution** – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- **Engineering Controls** – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands-free equipment etc.
- **Administrative Controls** – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- **Personal Protective Equipment** – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- **Community Protective equipment** – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defence and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



MAC Infection Control Policy can be found [Infection Control Policy and Procedures](#)

Health and Safety addendum, COVID UPDATED SITE INFORMATION GUIDANCE found [Health and Safety Policy Addendum - Autumn 2020 Reopening Updated COVID Site Information Guidance](#)

STAFF PROTOCOL FOR RETURNING TO SCHOOL DURING COVID-19; found [Staff Code of Conduct Policy Addendum - COVID Return To Site Protocol](#) and [Staff Code of Conduct Policy Addendum - COVID Home Visits](#)

**PARENTS / CARERS PROTOCOL FOR RETURNING SCHOOL DURING COVID-19** found [Code of Conduct for Parents Carers Addendum - COVID Returning Pupils to Site Protocol](#)

**FACE COVERING GUIDANCE** found [Face Covering COVID Protocol](#)

**Please note, St Francis and St Clare Catholic MAC are working with Wolverhampton City to align with the city aims of:**

The Local Authority has identified seven principles to guide the development of a common approach.

1. Safety is first - we will make decisions taking account of the health, safety and wellbeing of adults and children in schools and settings
2. At all times we will provide advice and guidance based on evidence from international, national and local research and information
3. Good communication with families, schools and settings is essential to the success of the arrangements
4. The approach we take will be flexible, incremental and evolving, we do not need to do everything at once
5. We will support leaders to promote a curriculum which balances the academic and wellbeing needs of our children and young people
6. Key actions for schools in preparing their organisational management for re-opening will be simple and supported by LA services wherever possible
7. Vulnerable children remain our priority.

(RESIDUAL) RISK RATING	ACTION REQUIRED
------------------------	-----------------

<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.

<b>Hazards</b>	<b>Who is at risk?</b>	<b>How can the hazard cause harm?</b>	<b>Existing control measures</b>	<b>Risk Rating</b>	<b>Action Completed Date</b>
<p>Individuals with pre-existing health conditions</p> <p><b>Shielded and clinically extremely vulnerable children and young people - shielding paused as of 1st August 2020</b></p>	Pupils	Contracting / spreading Coronavirus	<p>Children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions must follow government advice and return to school. Maintain good hand hygiene.</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care</p>	L	4.8.2020

			with their health professional before returning to school (usually at their next planned clinical appointment).		
<p>Individuals with pre-existing health conditions</p> <p><b>Clinically vulnerable (but not clinically extremely vulnerable) children and young people</b></p>	Pupils	Contracting / spreading Coronavirus	Children and young people who have been classed as clinically vulnerable due to pre-existing medical conditions follow medical advice and a separate risk assessment is considered to meet the needs of the individual. The pupils must however return to school. Maintain good hand hygiene.	L	Ongoing
<p>Individuals with pre-existing health conditions</p> <p><b>Shielded and clinically extremely vulnerable adults - shielding paused as of 1st August 2020</b></p>	Staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>It remains the case that wider government policy advises those who can work from home to do so. Where a role may be conducive to home working, for example some administrative roles, they should continue to do so.</p> <p>Clinically extremely vulnerable individuals are advised they can now attend work outside of the home and therefore can attend school; as long as they maintain social distancing. Maintain good hand hygiene.</p> <p>Individual risk assessment carried out if requested.</p> <p>Information for those previously shielding is available here.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>	L	4.8.2020

<p>Individuals with pre-existing health conditions</p> <p><b>Clinically vulnerable individuals who are at higher risk of severe illness</b></p>	<p>Staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>It remains the case that wider government policy advises those who can work from home to do so. Where a role may be conducive to home working, for example some administrative roles, they should continue to do so.</p> <p>Clinically extremely vulnerable individuals are advised they can now attend work outside of the home and therefore can attend school; as long as they maintain 2m social distancing or 1m with extra precautions. The deployment to undertake other tasks is carefully assessed and discussed with the individual. Maintain good hand hygiene. Individual risk assessment carried out if requested.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p>	<p>L</p>	<p>Ongoing</p>
<p>Living with a shielded, critically extremely vulnerable or critically vulnerable person</p>	<p>Staff, pupils, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Where staff or pupils live with someone who is critically vulnerable (but not extremely vulnerable), including those who are pregnant, they attend school and follow procedures as set out in this risk assessment.</p> <p>Where staff or pupils live with someone who is <b>extremely critically vulnerable</b> they must adhere to social distancing and in the case of children, they must be able to understand and follow instructions. Where social distancing cannot be adhered to, the following precautions are</p>	<p>L</p>	<p>4.8.2020</p>

			<p>followed; washing your hands regularly, avoiding touching your face and keeping 2m or 1m with additional precautions away from people outside of your household or bubble wherever possible. Maintain good hand hygiene.</p> <p>Individual risk assessment carried out if requested.</p>		
Low staff numbers	Staff, pupils	Inability to implement wider school opening	<p>School monitors any staff absence daily. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Daily report to the Principal on the number of absences and symptoms.</p> <p>Weekly summary data for each class to the Principal.</p> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p> <p>Where there are any shortages of teachers, teaching assistants will be allocated to lead a group, working under the direction of a teacher. Supply teachers may also be used.</p>	L	Ongoing
Travelling to and from the Academy	Staff, pupils, external essential agency/	Contracting / spreading Coronavirus	<p>Walking or cycling should be considered. If using public transport, adhere to transport advice, government guidelines and wear a face covering. Only household groups should be sharing lifts.</p>	M	Ongoing



	professional workers		<p>Staff be mindful of car parks - try to keep to the 2m or 1m with additional precautions rule when getting in and out of cars.</p> <p>Parents to be encouraged to walk to school.</p> <p>Letter to parents to remind them of the rules regarding social distancing when arriving at the start and end of the school day.</p> <p>One way system in place for dropping off and collecting. Extended time for dropping off from 8:30 to 9:15 to limit numbers of parents on site.</p> <p>EYFS and KS1 to be collected at 3pm.</p> <p>KS2 collected at 3:15pm.</p> <p>Temporary signage to be used to remind parents of social distancing measures.</p> <p>Where possible only one parent to accompany their child, siblings not in school to remain at their parent's side if not able to stay at home.</p>		
Home/School transport	Staff, pupils, transport provider	Contracting / spreading Coronavirus	<p>Taxi providers are required to follow GOV.UK advice regarding COVID-19 hygiene practices and schools are to request that taxis drive with windows open and with children safely seated in rear passenger seats.</p> <p>Face coverings must be worn.</p> <p>Pupils maintain hand hygiene when they arrive at school.</p> <p>Staff should not transport children in personal vehicles. School minibuses to be driven by approved drivers following transport risk assessments and pre-journey checks, with suitable staff:pupil ratios.</p>	M	NA 4.8.2020

			<p>Office managers/Administrators requested to notify taxi drivers of protocols.</p> <p>Principals to issue directives to staff.</p> <p>Non-compliance to be highlighted to Exec Team members and advised to follow revised Code of Conduct on COVID19. (See page 2 for link to copy of document)</p>		
Catching Coronavirus through contaminated surfaces	Pupils, staff, external essential agency/ professional workers	Contracting / spreading Coronavirus	<p>Cleaners are employed by the school to carry out daily thorough cleaning of classrooms and other areas following national guidance (<a href="#">Covid-19: Cleaning of non-healthcare settings</a>) and is compliant with the COSHH policy and the H&amp;S policy.</p> <p>Meeting with cleaning contractors to review cleaning arrangements and make any necessary changes. Reminder of site information guidance and non-negotiables for cleaning staff.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Areas heavily contaminated with bodily fluids e.g respiratory and nasal discharges are cleaned up</p>	L	1.9.2020

			<p>immediately in line with guidance available from the link above. PPE must be used.</p> <p>Classroom systems have been set up to allow for the cleaning of tables, and touch point surfaces throughout the day to be undertaken by the class teacher and teaching assistant.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p><b>School Entrance</b></p> <p><b>Staff/visitors entering school in a morning</b></p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Letter sent to parents stating how all correspondence with school should be via telephone or school email. (reminders to be sent 25.8.2020) If they wish to speak to a teacher, a time can be organised for the teacher to call them back. Parent and carer visits by appointment only. Signage is displayed in the school main entrance giving advice about the virus and the relevant government message – currently, STAY ALERT, CONTROL THE VIRUS, SAVE LIVES.</p> <p>Social distancing 2m or 1m with additional precautions applies in the front entrance.</p> <p>Where feasible, the office hatch window will be kept shut.</p> <p>Non-essential visits from contracted staff are cancelled.</p> <p>Where necessary staff start and finish times staggered.</p> <p>Staff to use their own pens to sign in/or electronic means of signage from desktops or using access entry.</p> <p>Staff to wash hands/apply anti-bac when entering the building.</p> <p>Regular staff wellbeing checks must continue for all staff, particularly those not on site.</p>	M	Ongoing

			<p>Visitor lanyards will NOT be given out. Adhesive visitor badges will be used instead.</p> <p>External essential agency/ professional workers / visitors will be signed in by office staff on signing in sheets for urgent business.</p> <p>All visitors asked questions relating to coronavirus symptoms before access is gained to the site.</p> <p>All visitors to Wolverhampton Council buildings are required to wear a face mask.</p> <p>Delivery drivers should be told to apply home delivery guidance with lightweight orders. Leave outside.</p> <p>Hourly cleaning of the entrance e.g. handles/keypad/hatch etc. Details of cleaning will be recorded.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p><b>School Corridors</b></p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Where possible, movement around the school to be achieved using external routes. Upper KS2 to enter the hall via the KS2 playground. The KS1 and KS2 corridors have been marked using non-slip floor tape to show the direction of travel and to demarcate 2m sections</p> <p>Signage regarding social distancing displayed.</p> <p>Pupils walk on the left at all times.</p> <p>Where safe to do so all doors propped open to limit use of door handles and aid ventilation.</p> <p>Lesson change over should be kept to a minimum, with timetabling used to prevent large groups moving through corridors, but where necessary (collecting lunch, dismissal, PE), remind children of social distancing when in the line. Child friendly</p>	M	4.8.2020

			<p>posters have been displayed round school to help remind them at all times.</p> <p>High level staff supervision at all times.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p><b>Toileting</b></p>	<p>Pupils, staff, external essential agency/ professional workers</p>	<p>Contracting / spreading Coronavirus</p>	<p>Toilets should be labelled / allocated appropriately for staff and pupil 'bubbles'. The disabled toilet in KS1 is the allocated toilet for use by visitors.</p> <p>Parents are not allowed to use the toilets except where required on medical grounds.</p> <p>The Nursery, Reception, Year 1 and Year 2 bubbles will have their own toilets to use. The KS2 girls' bathroom has cubicles allocated to each class bubble. The middle sinks will not be in use. Only 2 boys at a time will be allowed to use the KS2 boys' bathroom. Sinks and urinals will be out of use to encourage social distancing.</p> <p>Pupils MUST be reminded of the social distancing rules. Pupils will be allowed to go to the toilet during lesson time to minimise use during peak periods. Pupils to flush chains facing the door of the cubicle and ensure they keep their mouths closed. Pupils must wash their hands using the sinks at either end (middle sinks to be taped off). They will also use hand sanitiser on their return to the classroom.</p> <p>There are two staff toilets with sink and hand gel in each area. Disinfectant spray can be used by staff. Staff toilets will be cleaned hourly.</p> <p>For very young children be mindful that anxieties and different routines/classrooms may increase</p>	M	4.8.2020

			wetting/soiling - to be treated in first aid (see first aid) full PPE to be worn in any change of clothes.		
Catching Coronavirus through contaminated surfaces <b>Classrooms</b>	Pupils, staff	Contracting / spreading Coronavirus	<p>The same teacher / staff members are assigned to each group and stay the same during the day</p> <p>Desks spaced as appropriate, including staff desk. Pupils sit at a designated desk each day. Desks set out to ensure all pupils sit facing the front of class, side by side (except for Nursery, Reception and Y1).</p> <p>Nursery, Reception and Year 1 will use the outdoor areas where possible. Reception have developed a classroom space in an outside garage and Y1 have developed a covered area for use in poor weather.</p> <p>Marking - where work needs to be marked, this is to be completed in school while wearing gloves, or leaving for 72 hours if appropriate and feasible, not impacting the cycle of feedback/learning. Staff wash hands after handling pupils' work. Teachers are not to take books home. Older children could take responsibility for marking their own work in some subjects.</p> <p>All classrooms to be well ventilated with windows open (temperature/weather permitting). The heating will be set to room temperature and not at a higher level.</p> <p>Where safe to do so all doors propped open to limit the use of door handles and aid ventilation. Pupils are given a set of equipment for their use only e.g. pen, pencil, ruler, set of crayons etc.</p>	M	4.8.2020

			<p>These are to be stored in their own clearly labelled plastic zip bag to ensure no cross contamination.</p> <p>Shared resources cleaned between year group bubble usage or left for 48 hours prior to use by alternate bubbles.</p> <p>Pupils and staff wash hands after using shared resources.</p> <p><b>EYFS</b></p> <p>Large buckets of Milton to be in each sink area to clean play equipment which is heavily contaminated with bodily fluids. Play equipment must be sterilised each week.</p> <p>Use the outdoor area wherever possible.</p> <p>Outdoor equipment such as the trim trail and pirate ship is used on a rota basis by year group bubbles Monday to Friday. This allows a 72 hour period between bubbles. Please see the section re: outdoor play equipment for further control measures.</p> <p>The EYFS area will be shared on a rota by the Nursery and Reception children and will be cleaned between bubbles.</p> <p>Regular cleaning and robust H&amp;S procedures in place for decontamination daily.</p> <p>Each room is provided with appropriate strength COSHH compliant cleaning products.</p> <p>Cleaning priority of surfaces and areas to clean frequently every day. These include surfaces, door handles, toilets, sinks, desks etc.</p>		
--	--	--	--	--	--

<p>Catching Coronavirus through contaminated surfaces</p> <p><b>PE/Art/Design and Technology</b></p>	<p>Pupils, staff</p>	<p>Contracting / spreading Coronavirus</p>	<p>Children wear school uniform as normal. On PE days children will come to school wearing their PE kit to avoid additional clothing being handled. Pupils to avoid bringing extra kit/bags into school. Alternatively come into school in PE kit, if doing PE and to avoid additional clothing being handled. Parents will be reminded until the routine has been established.</p> <p>Trained sports coaches to deliver appropriate activities. Copies of risk assessments obtained from sports coaches prior to activities taking place.</p> <p>Sports kit – bibs and bands and equipment are shared between year group bubbles including ropes, balls, sticks, bats, rackets, and gym mats etc. Between year groups equipment is appropriately cleaned.</p> <p>Organised contact activities (including team practices or training), high risk activities requiring spotting (gymnastics) and non-contact sports delivered in line with guidance from the relevant sporting body/association.</p> <p>Fixed play equipment used by year group bubbles on a weekly rota basis Monday - Friday, this allows for a 48/72 hour period when the equipment is not used and the prevalence of any virus is diminished.</p>	<p>M</p>	<p>4.8.2020</p>
--	----------------------	--	--	----------	-----------------



			<p>Playing fields and playgrounds will be used. Hand hygiene measures implemented.</p> <p>All equipment with a hard surface will be cleaned after use. Soft equipment which cannot be easily cleaned will not be used.</p>		
<p>Catching Coronavirus through contaminated surfaces</p> <p><b>Art/Design and Technology</b></p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Equipment such as pens, scissors, tools and IT equipment will not be shared unless they can be cleaned between each use.</p> <p>Pupils will work alone.</p> <p>Where possible lessons designed where sharing is not needed.</p>	M	4.8.2020
<p>Catching Coronavirus through contaminated surfaces</p> <p><b>Music</b></p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Shared use of woodwind and brass instruments is not permitted.</p> <p>Shared instruments and equipment cleaned between groups.</p> <p>Pupils will work alone. Lesson designed where sharing is not needed.</p> <p>Peripatetic music lessons can go ahead. Risk assessments from the music provider obtained and control measures put in place.</p> <p>Avoid singing to manage the risk of transmission</p>	M	4.8.2020

<p>Catching Coronavirus through contaminated surfaces <b>Arrival/Dismissal</b></p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Staggered arrival and dismissal times: 8:30 Y6 8:45-9:15 – extended drop off period to limit numbers on school grounds. This will be reviewed constantly and updated to give year groups allocated time slots if necessary. Collection times: Reception and KS1 – 3pm KS2 – 3:15pm</p> <p>All available outside space to be used – signage on playground to encourage waiting parents to socially distance. Letter to parents to remind them of government guidance regarding social distancing rules when collecting children. (25.8.2020) Where possible, only one parent to accompany a child. Walkways clearly marked with arrows – no parent is allowed to stop in the marked walkway. A one way system is in place so parents will not cross each other. Parents will be reminded not to overtake. Until routine is established SLT members of staff will be on the playground to support and guide parents through these changes. Teachers will collect/dismiss children from the door in the order of parents.</p>	M	4.8.2020				
<p>Catching Coronavirus through contaminated surfaces <b>Breaktime/dinner arrangements</b></p>	Pupils, staff	Contracting / spreading Coronavirus	<p>Staggered break times with the playground sectioned into 2 halves, one for each bubble:</p> <table border="1" data-bbox="1131 1241 1727 1321"> <tr> <td data-bbox="1131 1241 1279 1321"></td> <td data-bbox="1288 1241 1424 1321">10:30-10:45</td> <td data-bbox="1433 1241 1570 1321">10:45-11:00</td> <td data-bbox="1579 1241 1727 1321">11:00-11:15</td> </tr> </table>		10:30-10:45	10:45-11:00	11:00-11:15	M	4.8.2020
	10:30-10:45	10:45-11:00	11:00-11:15						

			<table border="1" data-bbox="1126 207 1724 367"> <tr> <td data-bbox="1126 207 1276 287">KS1 playground</td> <td data-bbox="1276 207 1426 287">Y1 and Y2</td> <td data-bbox="1426 207 1576 287"></td> <td data-bbox="1576 207 1724 287"></td> </tr> <tr> <td data-bbox="1126 287 1276 367">KS2 playground</td> <td data-bbox="1276 287 1426 367"></td> <td data-bbox="1426 287 1576 367">Y3 and Y4</td> <td data-bbox="1576 287 1724 367">Y5 and Y6</td> </tr> </table> <p data-bbox="1126 406 1697 619">                     Increased supervision.                      All available outside space to be used:                      KS1 and KS2 playground                      Field in fine weather                      EYFS outdoor area                      Y1 outdoor area                 </p> <p data-bbox="1126 659 1863 762">                     Outdoor play equipment is used on a weekly year group bubble rota basis and groups do not use it simultaneously                 </p> <p data-bbox="1126 802 1874 1228">                     Catering providers' risk assessments to be reviewed to ensure they are meeting needs of each individual site specifics. They are providing a 'grab bag' lunch which can be eaten easily in classrooms and will reduce the need for queuing and sharing trays and cutlery. Children will be able to eat this independently reducing the need for MDS to support with cutting food etc. All dining tables to be out in the hall and children will sit with others in their year group bubble. Stagger lunch times as appropriate to ensure year group bubbles do not mix together.                 </p> <table border="1" data-bbox="1126 1268 1874 1364"> <tr> <td data-bbox="1126 1268 1276 1364"></td> <td data-bbox="1276 1268 1426 1364">11.30-12.00</td> <td data-bbox="1426 1268 1576 1364">12.00-12.30</td> <td data-bbox="1576 1268 1724 1364">12.30-1.00</td> <td data-bbox="1724 1268 1874 1364">1.00 – 1.30</td> </tr> </table>	KS1 playground	Y1 and Y2			KS2 playground		Y3 and Y4	Y5 and Y6		11.30-12.00	12.00-12.30	12.30-1.00	1.00 – 1.30		
KS1 playground	Y1 and Y2																	
KS2 playground		Y3 and Y4	Y5 and Y6															
	11.30-12.00	12.00-12.30	12.30-1.00	1.00 – 1.30														

			<table border="1"> <tr> <td>Hall / classroom</td> <td>Reception - Hall</td> <td>Y3 Hall Y4 classroom Y2 classroom</td> <td>Y6 Hal Y5 classroom</td> <td></td> </tr> <tr> <td>ICT</td> <td>Y1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>EYFS outdoor</td> <td></td> <td>Reception</td> <td></td> <td></td> </tr> <tr> <td>Outside KS1</td> <td></td> <td>Y1</td> <td>Y2</td> <td></td> </tr> <tr> <td>Outside KS2</td> <td></td> <td></td> <td>Y3 &amp; Y4 (half of playground each or field on dry days)</td> <td>Y5 and Y6 (half of playground each or field on dry days)</td> </tr> </table> <p>Staff must abide by social distancing rules when using the kitchen area.          The new timetabling arrangements ensure that staff will be taking their breaks on a rota to minimise gatherings.          The ICT room can be used for a second staffroom from 12pm.          Staff must take their breaks applying strict social distancing measures.          Wash hands upon entering the staff room. Turn off taps using a paper towel.          Staff are to be encouraged to use their own mugs and put in the dishwasher. No mugs or cutlery are to be left in the sink area. The dishwasher will be put on each night and emptied by staff wearing gloves.</p>	Hall / classroom	Reception - Hall	Y3 Hall Y4 classroom Y2 classroom	Y6 Hal Y5 classroom		ICT	Y1				EYFS outdoor		Reception			Outside KS1		Y1	Y2		Outside KS2			Y3 & Y4 (half of playground each or field on dry days)	Y5 and Y6 (half of playground each or field on dry days)		
Hall / classroom	Reception - Hall	Y3 Hall Y4 classroom Y2 classroom	Y6 Hal Y5 classroom																											
ICT	Y1																													
EYFS outdoor		Reception																												
Outside KS1		Y1	Y2																											
Outside KS2			Y3 & Y4 (half of playground each or field on dry days)	Y5 and Y6 (half of playground each or field on dry days)																										

			Staff to wipe down any surfaces they touch including canisters, fridge handles, kettle/hot water boiler controls, microwave controls and door handles. Sanitiser to be used before and after using shared kitchen equipment.		
Catching Coronavirus through contaminated surfaces <b>First aid arrangements</b>	Pupils, staff	Contracting / spreading Coronavirus	<p>Full PPE to be worn by staff – disposable gloves, disposable face mask, disposable apron and if necessary eye protection.</p> <p>Forehead thermometers at each site (to be sanitised between use).</p> <p>If more than one member of staff is needed, social distancing measures must be put in place as much as possible.</p> <p>On the rare occasion of a severe first aid incident and there being insufficient time to apply PPE, thorough handwashing must be adhered to.</p> <p>Where possible, staff can return home to change clothing etc.</p> <p>First aid age appropriate arrangements defined within the Health and Safety Policy.</p> <p>Potential increase of wetting/soiling due to anxieties of very young children due to changes of routine - full PPE to be worn.</p>	M	Ongoing
Catching Coronavirus through contaminated surfaces <b>Staff meetings/briefings</b> <b>Pupil gatherings</b>	Staff, pupils	Contracting / spreading Coronavirus	<p>Staff meetings should be undertaken virtually, as has been the case during lockdown. However, in rare circumstances, short 10 minute briefings could take place with 2m or 1m with precautions spacing, in the school hall.</p> <p>Pupils are to come straight into school at the start of the day - they are not to gather on the playground/entrances.</p>	M	Ongoing

			Staff to direct pupils to designated classrooms on arrival. Year group bubble pupil assemblies/worship can take place.		
Catching Coronavirus through contaminated surfaces <b>School office/ Reprographics</b>	Staff	Contracting / spreading Coronavirus	The office hatch window will not be opened unless the parent or visitor is standing behind the 2m safe zone. If parents move beyond the line the window will be closed. The office is to be used only by the office staff who work at opposite times of the day. Desks should be clutter free - so that they can be easily wiped etc. All office staff must use their own equipment. Windows open when appropriate. Handwashing/use of hand sanitiser after touching devices / screens. Printers - to be set up as direct print to minimise contact with screen/bio reader to login. Telephones/computers - don't share the use of telephones/computers/laptops. Only one person allowed in the photocopier room at any time. Photocopying should only be done at the start and end of the day and lunchtime if necessary. The photocopier room will be shut off if required for first aid and the office photocopier will be available for staff if needed.	M	4.8.2020
Contamination through poor personal hygiene	Pupils, staff, external essential agency/	Contracting / spreading Coronavirus	All staff and pupils have been reminded about covering their mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.	L	Ongoing

professional workers/visitors

Child friendly posters are displayed throughout school:



Staff and pupils continually reminded not to touch their face with their bare hands.

DFE / Government posters have been placed in all the toilets and across the school sites.

<https://campaignresources.phe.gov.uk/resources/>

The information has also been provided through the school's information systems. In addition, the teaching staff have been told to go through the thorough cleaning process with the pupils.

Regular handwashing (20 seconds) takes place on arrival at school, before and after eating and after sneezing or coughing. Hands are dried thoroughly on paper towels which are immediately disposed of. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

			<p>Any questions and concerns are dealt with and the importance emphasised.</p> <p>Parents have also been reminded to tell the pupils the importance of washing hands throughout the day. Parents also advised that pupils should wash hands (20 seconds) before leaving home to attend school and on their immediate return home.</p> <p>Appropriate information related to 'catch it, bin it, kill it' has been sent to all the school staff, parents and students.</p> <p>Posters and information systems have been updated with this information.</p> <p>Advice provided to all staff about putting used tissues in a lidded bin immediately, washing hands with soap and water often – use of hand sanitiser gel if soap and water is not available, trying to avoid close contact with people who are unwell and not to touch eyes, nose or mouth if hands are not clean. Boxes of tissues have been provided for every classroom, replacements through site team when required.</p>		
<p>Contractors, volunteers and other visiting staff to the school</p> <p><b>Third party users of the school site</b></p>	<p>Pupils, staff, external essential agency/ professional workers / visitors</p>	<p>Contracting / spreading Coronavirus</p>	<p>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</p> <p>Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2m (6.5 foot) or 1m with precautions rule recommended by Government.</p>	L	Ongoing



			<p>No on-site meetings to take place unless deemed to be business critical*.</p> <p>Signage is displayed in the school main entrance and throughout the school giving advice about the virus.</p> <p>Anyone showing symptoms will be asked to go home, this includes staff / students / visitors or parents. Please see the section on test and trace for further control measures.</p> <p>Non-essential visits from contracted staff are cancelled or to take place virtually.</p> <p>Where volunteers are required to enhance the learning opportunities for pupils social distancing rules apply. Volunteers must maintain good hand hygiene.</p> <p>Leisure centre / lettings usage should not take place until further notice. Upon which, full risk assessments will need to be agreed.</p>		
Individuals coming into school feeling unwell or having been in close contact with someone with Coronavirus.	Pupils, staff, external essential agency/ professional	Contracting / spreading Coronavirus	Regular checks are made for the most up-to-date information and this is relayed to staff, students and parents using the school information systems – emails, newsletters, display screens and signage as appropriate.	L	Ongoing

	workers / visitors		<p>Letter to parents giving strict guidance on reporting of absences. Where staff/pupils have symptoms, the school is informed by email or telephone absence.</p> <p>Staff and students are reminded not to come in if they have any of the symptoms the government has advised and published. Staff have been emailed to confirm that the normal absence monitoring procedure does not apply to self-isolation related to the Coronavirus. Parents informed not to send students in if they have any of the symptoms. If students display symptoms in school, the parent/career will be contacted to remove the student from school. The student will be taken to a room away from all other pupils. Staff, students and parents/careers have been provided with information on Coronavirus and changing school procedures almost daily through the schools' information systems.</p> <p>All visitors asked questions relating to coronavirus symptoms before access is gained to the site.</p>		
Individuals displaying coronavirus symptoms during the school day	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If anyone becomes unwell with a new, continuous cough or a high temperature and or a loss of, or change in, your normal sense of taste or smell (anosmia) they are sent home and advised to follow government guidance on COVID-19.</p> <p>If a pupil is awaiting collection, they are moved to an area to be isolated behind a closed door</p>	M	Ongoing

			<p>(depending on their age) and with appropriate adult supervision; wearing appropriate PPE if a 2m or 1m with precautions distance cannot be maintained.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a stand alone unit if one is available. The toilet is cleaned and disinfected using standard cleaning products prior to anyone else using it.</p> <p>In an emergency, 999 is called if the pupil appears to be seriously ill, injured or their life is at risk.</p>		
Test and trace	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If anyone becomes unwell with coronavirus symptoms they must be willing to take a test. All children and adults can be tested.</p> <p>They should provide details of close contacts if they test positive or if asked by NHS Test and Trace.</p> <p>Those who have been in close contact with someone testing positive must self-isolate.</p>	L	Ongoing
Confirmed cases of coronavirus	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	<p>If staff or pupils develop symptoms consistent with coronavirus they are sent home and advised to self-isolate for 10 days. Their whole household is advised to self-isolate for 14 days.</p> <p>All staff and pupils attending school will have access to a test if they display symptoms of coronavirus and they are encouraged to get tested.</p> <p>Where staff or pupils receive a negative test result, they can return to school and household members can end their self-isolation.</p>	M	Ongoing

			<p>Where staff or pupils receive a positive test result, the rest of their class or group will be sent home and advised to self-isolate for 14 days. Other wider members of class or group and household members do not need to self-isolate unless the self-isolating staff or pupils subsequently develop symptoms.</p> <p>If other cases are detected within the school, PHE's local health protection teams will advise the school appropriately. Alert SLT Team and MAC Exec team</p>		
Offsite visits	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading coronavirus	<p>Off-site visits with pupils to take place where a risk assessment has been completed and agreed with Exec Team members. Residential visits are prohibited at this time. Further advice regarding off site visits is available from <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p> <p>Visits should only take place where social distancing guidelines can be maintained, including transportation to and from the location.</p> <p>Teaching at pupils' homes should not take place – remote teaching should take place where possible</p> <p>Principals to issue directives to staff Non-compliance to be highlighted to Exec Team members</p>	L	Ongoing

Home Visits	Pastoral/ Welfare/DSL /DDSL Staff	Contracting/ spreading Coronavirus	<p>Avoid making home visits unless this is absolutely necessary. If necessary face coverings should be worn and hand sanitiser used before entering and after leaving the property.</p> <p>Staff should continue to contact parents remotely where possible using our Academy Risk Registers and continue with the well-established practice of contacting colleagues in the Inclusion Support, Strengthening Families or the allocated social worker if you have concerns about a child or family.</p> <p>Academies must continue to contact Wolverhampton MASH in the usual way should they have a safeguarding concern about a Child, Young Person or Family. Please refer to 'home visit guidance' addendum to the staff code of conduct policy</p>	L	Ongoing
Individuals with workplace adaptations in school	Staff	Musculoskeletal injuries	Where staff are required to move from room to room any equipment i.e. special chairs, monitor risers, foot rests etc. installed to prevent them from injury must be available within all rooms they work in. Consider allowing pupils to move to classrooms which are already adapted for the needs of staff as the number of staff affected is a minority.	L	Ongoing
Individuals from BAME backgrounds	Staff, pupils, external essential agency/ professional	Contracting / spreading Coronavirus	There is evidence that individuals from BAME backgrounds are of greater risk of contracting coronavirus. BAME staff and pupils should observe social distancing and should avoid contact with others outside of their social group.	M	Ongoing

	workers / visitors		<p>Principals to carry out Equality Impact Assessment (EIA) to give due diligence and consideration of staff, students, any visitors. Areas to cover include that are part of an Equality Impact Assessment:</p> <p><b><u>Age:</u></b> Staff over the age of 70 are identified as being clinically vulnerable, therefore, with a higher risk</p> <p><b><u>Race:</u></b> There is current evidence that the BAME community are at higher risk</p> <p><b><u>Disability:</u></b> Individuals identified as clinically vulnerable or extremely clinically vulnerable are at higher risk of serious illness. The amended arrangements in the schools, including one way systems, location of handwashing/sanitisation products may present a disadvantage to individuals with mobility difficulties. Children with mobility difficulties and other disabilities may require personal or other care that cannot be provided whilst maintaining 2m or 1m with precautions social distancing, therefore, placing them at higher risk from COVID-19.</p> <p><b><u>Pregnancy and maternity:</u></b> Individuals who are pregnant have been identified as being clinically vulnerable, therefore, a higher risk.</p> <p><b><u>Caring Responsibilities:</u></b> Staff who have caring responsibilities may not be able to attend work .</p>		
--	--------------------	--	---	--	--

			This may not exclude individuals coming on site, however due diligence needs to be carried out to ensure greater risks are considered to ensure safety for all		
Individuals who are obese	Staff, pupils, external essential agency/ professional workers / visitors	Contracting / spreading Coronavirus	There is evidence that obese individuals are of greater risk from contracting coronavirus. Obese staff and pupils should observe social distancing and should avoid contact with others outside of their social group.	L	Ongoing
Low morale	Staff, pupils	Poor mental health	Opportunities to discuss current situation and living during coronavirus. MAC Wellbeing Policy and school procedures in place. Promotion of mental health awareness. Coronavirus eLearning module completed by staff. Pupil access to pastoral support. School Chaplaincy support available. Bereavement support available.	M	Ongoing
Lack of communication	Staff, pupils, external essential agency/ professional workers / visitors	Poor reputation of MAC/School	At 9:20 each day there will be a whole school virtual 'Principal's message' for 10 minutes. Staff briefing will happen at 8:15 every Monday. Regular updates provided on the internet and via Teachers2parents and class Dojo.	L	

Additional control required	Action by	Date for completion	Action Completed	Residual Risk
To continue supporting our employees' wellbeing both inside and outside of the workplace we encourage them to complete the Coping with Covid-19 Anxiety eLearning module.	All staff	Prior to their return to work following the lockdown period.	Complete	
To prepare buildings for the phased return mains feed water systems must be flushed and legionella samples taken by our water system management provider. Cold water storage tanks should be dosed and pulled through outlets and water samples taken.	Site Manager	Prior to wider school reopening following lockdown  <a href="#">Health and Safety Policy Addendum - Autumn 2020 Reopening Updated COVID Site Information Guidance</a>	T100 is up to date	
Emergency evacuation procedures, General Emergency Evacuation Plans and Personal Emergency Evacuation plans must be reviewed and updated in line with adapted operational building use.	Principal/ MAC Health and Safety Officer	Prior to wider school reopening following lockdown		



<p>Fire drills must continue to take place ensuring social distancing between groups is maintained.</p> <p>Ensure contingency plans in place to allow for safe evacuation from the building during key staff absences.</p>				
<p>Restraint/Positive handling and behaviour policies must be updated to reflect social distancing.</p>	<p>Principal/ Behaviour Management Leads</p>	<p>Prior to wider school reopening following lockdown</p>	<p>Use appropriate templates and customise to local settings for Primary <a href="#">Primary Pupils COVID Protocol</a> for Secondary <a href="#">Secondary Pupils COVID Protocol</a></p>	
<p>Increased site security during the day, with the increased need for doors and windows being open - site safety, flight risk of EYFS/SEN/behavioural pupils.</p>	<p>Principal/ staff</p>	<p>Prior to wider school reopening</p>	<p>Map out which doors, if any external are to be open for ventilation. Ensure sufficient site security and not creating fire risks including flight risk of EYFS/SEN/behavioural pupils and advise and alert staff accordingly</p>	
<p>Contingency plans must be developed.</p> <p>In the event of a local outbreak it may be necessary to temporarily close school or a class may be required to self isolate to help control</p>	<p>Principal / staff</p>	<p>September 2020</p>		

transmission of the virus. A plan is required to ensure vulnerable pupils are cared for as well as children of critical workers. The plan should include how education will be delivered remotely.				
--	--	--	--	--

**Definitions:**

\*Business Critical Activities are activities which cannot take place via a remote platform and can be safely accomplished at MAC settings or associated schools and businesses following social distancing guidelines. Activities must be associated with one or more of the following:

- Activities which are paramount to the immediate welfare of staff and children and/or the safe operation of the school
- Training deemed to be essential by members of the Executive leadership team
- Critical strategic planning meetings, HR proceedings and planning, financial planning
- Ensuring safeguarding matters are addressed promptly in line with Trust policy
- Facilitating effective transitions for pupils

<b>Comments</b>	<b>Position</b>	<b>Signature</b>
In line with government guidance, wearing a face covering or face mask in schools is not recommended by staff or pupils except where a pupil becomes unwell with symptoms of coronavirus when a face mask should be worn by the supervising adult. This guidance is under review	Principal	<i>J. Wardle</i>

<p>Pupils are operating in discrete year group 'bubbles'.</p> <p>Expectations of social distancing are established and communicated to all staff and relevant pupils before school reopens. For pupils this includes expectations within and outside their bubble. For teachers this includes expectations on social distancing at all times, and when moving between bubbles.</p>	Principal	J.Wardle
<p>Where possible pupils should not move from their group to another and mixing of groups is not permitted except for short periods when passing through corridors and during breaks</p> <p>Where needs arise such as for before and after school clubs pupils may form part of another bubble to facilitate their return to school. The group must be consistent.</p> <p>The number of pupils in a group is determined by their year group.</p> <p>Guidance on staff to child ratios from the government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. (<a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>) Where the physical layout of a setting does not allow bubbles of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained.</p>	Principal	J.Wardle
<p>Arrangements made to ensure PPA does not impact the integrity of year group bubbles.</p>	Principal	J.Wardle

Statutory and in house health and safety inspections have been maintained and recorded and this continues. This has been monitored by the Health and Safety Officer.	MAC Health and Safety Officer	<i>J. Wardle</i>
All other health, safety and wellbeing management procedures remain in place and continue to be adhered to.	Principal	<i>J. Wardle</i>

Version	Date	Action/Notes	Signature of the Chair of Committee/Board
1	21 May 2020	Approved and Ratified by BoD	<i>[Signature]</i>
2	25 August 2020	Approved and Ratified by BoD	<i>[Signature]</i>