

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

Amblecote Primary School

Assessment conducted by: Jane Cook	Job title: Head Teacher	Covered by this assessment: Staff, Pupil, Parents and Visitors
Date of assessment: 1 st September 2021 Reviewed: January 2022	Date of next review: end of January 2022 or in line with most recent Government guidance	Chair of Governors: Mrs Claire Roberts Vice Chair of Governors: Mrs Vicky Waterfield

Following the government moving to Step 4 on July 19th, the control measures for schools were updated. These are the control measures moving forward:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This plan was updated to take account of the updated control measures for the start of the 2020/21 academic year. However, should there be an outbreak within school, concerns regarding a new variant of Covid or high prevalence in the local community, further action may need to be taken. Please note, we have yet to see the impact of Step 4 while schools are open and will initially be taking a cautious approach to removing measures. Therefore, some previous measures will be maintained initially where they minimise risks without causing detrimental impact to pupils' learning or wellbeing.

Highlighted sections will only be continued/reinstated should there be a need as indicated in the Outbreak Management Plan (OMP).

1 Jan 2022 - Following on from the upsurge in cases and concerns regarding the new Omicron variant, measures that were maintained in the Aut 2021 term will continue. Any steps indicated in red font, have been temporarily reinstated and will be reviewed at the end of January 2022.

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference:
 - o Actions for schools during the coronavirus outbreak
 - o Coronavirus (COVID-19): guidance for schools and other educational settings
 - o What parents and carers need to know about schools and other education settings during the coronavirus outbreak

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

Risk Description/ Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Building and facilities are not compliant.	H	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • All outdoor permanent structures will be cordoned off until further notice. • Kitchen Manager to organise deep cleans for key areas such as kitchens and food prep areas. • Cleaning to requires standard using required products. • Additional cleaner employed during school day to clean frequently touched points and toilets. • Additional cleaning regimes implemented from Sept 2020 and are ongoing. • All staff trained on the use of cleaning products (23.10.2020) measures put in place for monitoring and supervision to make sure 	L	L	Jane Cook Site Team Kitchen Team C Roberts LA	September 2021 & ongoing	C Roberts

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		<p>people are following controls, i.e. - Provide information telling people who needs to clean and when - Provide Instructions include information on: the products they need to use; precautions they need to follow; the areas they need to clean; Identify how cleaning products are going to be replenished.</p> <ul style="list-style-type: none"> Records of cleaning undertaken with dates times of when rooms / areas have been cleaned and by whom. All classrooms and communal areas deep cleaned prior to March 2021 whole school re-opening. 			Site Manager & Cleaning Team		Jane Cook K Harris
The school lapses in following national guidelines and	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice and guidelines issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly. Information on the school website and Parent Hub is updated. 	L	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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advice, putting everyone at risk	H	<ul style="list-style-type: none"> Pupils and families updated via class teacher / email / text / Parent Hub notification as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by school communication platform. Following LA guidance all parents asked to wear face masks / visors when dropping and collecting their children to and from school. School provide guidance on symptoms and wider symptoms and what to do if sheet for parents to follow. In case of National Lockdown pupil numbers in school are for vulnerable and those of critical / key workers. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community. School to follow the most recent Standard Operating Procedure (SOP) provided by the Local Authority. Individual Risk assessments are in place and reviewed in line with Government guidance at the time.</p>					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils / families aware of current actions and requirements and reminded frequently using school communication systems (e.g. Parent Hub ClassDojo and emails). Headteacher to share risk assessment with all staff. 	L	M	Jane Cook Marie Picket	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> Parents notified of risk assessment plan and shared with parents via link to school website and signposted on clasdojo. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated. All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> - DfE Schools coronavirus (Covid-19) operational guidance February 2021) • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • All staff to have read guidance and completed the following training: https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via communication platforms. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery regularly from staff – especially after periods of time away from school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. <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 – general Getting or spreading	H	<ul style="list-style-type: none"> • Follow DfE and PHE's guidance on <u>cleaning, hygiene and hand sanitiser</u>. • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school). • Pupils to wash their hands with soap at the start of the day and before and after break times and lunchtimes for no less than 20 seconds. 	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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coronavirus by not washing hands or not washing them adequately		<ul style="list-style-type: none"> • Teachers to remind pupils following school holidays and to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin; - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas and to ensure pupils wash hands correctly. (additional handwashing stations within classrooms will be provided). • Staggered lunch times and tables cleaned between different groups / bubbles. • Staff wearing gloves will provide children who are having a hot meal with their own cutlery. • All utensils are thoroughly cleaned before and after use. • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels 					

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		<p>are refilled regularly. Where possible non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation.</p> <ul style="list-style-type: none"> Keep occupied spaces well ventilated. Staff to be provided with own personal hand sanitiser attached their lanyards. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing expectations on school grounds. Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down regularly during the day Hand sanitiser available by school entrance Discourage parents from entering the school building unless necessary - advised to make contact by telephone, email or ClassDojo wherever possible. Parents must wear facemasks when entering the school. Rearrange furniture in reception area to facilitate social distancing. Face coverings to be worn by all staff and visitors where applicable. <p>As a result, reception /office staff are protected.</p>	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> • Admin staff have separate rooms with glazed partition and glazed reception screen remains closed. • Tissues/hand sanitiser to be available in office locations. • Staff to sanitise hands on arrival at school. • Each individual is responsible for wiping down their own work area and photocopier before and after use. • All staff make use of walkie-talkies to reduce unnecessary footfall in the school office, minimise contact across the site and maintain social distancing wherever possible. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Poor hygiene practice – specific – shared classroom spaces and intervention rooms (ICT suite, Music Mobile, Learning Cave,	H	<p>As with classrooms, minimal clutter and maximise spacing.</p> <ul style="list-style-type: none"> • Rooms to be booked for use/timetabled. • Use equipment (e.g. pencils, whiteboards) from own class. • Pupils wash/sanitise hands before session and afterwards before returning to class. • Where rooms do not have windows, doors should be propped open to keep as well ventilated as possible. 	M	M			

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Intervention Room)							
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up, to minimise contact across the site and maintain social distancing when applicable and wherever possible. • Inform each year group and their parents of their allocated times for the beginning and end of their school day. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival • 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. • Soap and water is the best approach and schools has endeavoured to ensure there are enough hand washing facilities available, extra stations have been provided. • The correct hand washing routine should be followed. • Hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can sanitise their hands regularly between washings. • Ensure supervision of hand sanitiser use given risks around ingestion. 	M	H	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to sanitise hands on arrival in school. • Request that parents and pupils do not congregate at the front of school prior to the start of the school day. • Issue information to pupils in relation to restrictions on their movement around the site. • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of and during the day. • Should OMP be implemented, inform each year group and their parents of their allocated times for the beginning and end of their school day. • Parents/carers to wear face covering when dropping off pupils • Staff supervising drop off of pupils to wear face covering • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – see start letters with confirmation and reminders on website and ClassDojo. <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"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron. • All changing surfaces to be cleaned before and after each use. • Nappies/soiled items to be disposed of in yellow bags. 	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> Staff to follow specific intimate care procedures as detailed in policy. Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p> <p>Any staff with individual risk assessments are not required to administer first aid / supporting toileting.</p>					
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up. Inform pupils and parents of their allocated times for the end of their school day. Inform pupils and their parents of the allocated exit points and pick up points . Request that parents and pupils do not congregate at the front of school at the end of the school day. Following LA guidance all parents are requested if possible to wear face masks / visors when dropping and collecting their children to and from school. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	M	H	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Ill health in school.	H	<ul style="list-style-type: none"> Staff are informed of the symptoms and wider 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. 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. • All staff are informed of the procedure in school relating a pupil becoming unwell in school. • All staff advised of the procedure in school if a member of staff becomes unwell. • Staff and parents to be informed of and encouraged to follow latest guidance for testing children who display wider symptoms associated with Covid-19. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection?fbclid=IwAR0EnRRmyNquYtYjE7ysX TstWdi7wEkW0ddBbNlBk4Q_j2PPDe4RSzT0 • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to Mrs Cook or Mrs Pickett. • Any staff member who displays signs of being unwell immediately refers themselves to Mrs Cook or Mrs Pickett and is sent home. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the meeting room whilst they wait for their parent to collect them. 					

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		<p>School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</p> <ul style="list-style-type: none"> • If a pupil needs to use the toilet, they should use a separate disabled toilet in the library which will be cleaned immediately after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask / covering should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then the appropriate personal protective equipment (PPE) should be worn, such as gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. • The relevant member of staff calls for emergency assistance immediately (via walkie-talkie system in school) if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in the Meeting room where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					

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PPA across the school	M	<ul style="list-style-type: none"> PPA to be taken in identified designated areas, at least 1m apart side by side. PPA teachers who deliver PE across bubbles for this to be delivered outside, where possible. If required PPE to be worn by teachers when delivering PPA. Provide PPA staff with the option of increasing the LFD testing to three times a week. 	L	L	PPA Staff	September 2021 & ongoing	Jane Cook Marie Pickett
Poor management of pupil groupings (bubbles) reduces the ability of pupils to distance from each other.	H	<ul style="list-style-type: none"> Phase bubbles to continue to be implemented until October half term or in line with any Government changes in guidance. Leaders to identify and communicate clearly to parents and pupils that all children are to attend and the times they are to drop off / collect Where possible, pupil movement to be limited to avoid crossing with other bubbles. Leaders will immediately provide remote education for pupils who are self-isolating. (See Remote Education Policy). Reduce the amount of visitors in school, increase the use of online meeting facilities when possible. Any essential visitors onsite will be required to wear a mask or face covering. Adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> Where possible, pupil movement to be limited to minimise mixing. Staff to wear face coverings around school where applicable. <p>As a result, staff, pupils and parents are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with latest government advice:</p> <ul style="list-style-type: none"> Close contacts (staff and pupils age 5 and over) will be advised to take LFD tests daily for 7 days and only self-isolate if the LFD is positive. Under 5s will be asked to take PCR test. <p>The Headteacher will contact PHE.</p> <ul style="list-style-type: none"> Report the confirmed cases via the LA Infectious Disease Management System Refer to the school symptom management Standard Operating Procedure (SOP). In the case of an outbreak, PHE's local protection teams to advise school on appropriate action – this may include reinstatement of 'bubbles'. See Outbreak Management Plan. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus and/or outbreak.</p>	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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Insufficient staff to run face-to-face sessions for pupils.	M	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school. All staff have been offered vaccination to avoid unnecessary isolation periods. Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible Protocols for staff to inform leaders if they need to self-isolate are clearly in place – staff absence procedure. Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate (internal covering of lessons / classes in the first instance) <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to continue for break times and lunchtimes. One-way system where possible (all pupils to be reminded to keep to the left) to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for break time and lunchtime. Lunchtime to be staggered for different year groups Pupils to be supervised in washing hands before lunch and use hand sanitiser after lunch. 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> In eating spaces, children will be grouped into their phase bubbles and tables will be cleaned before and after use. Tables to be cleaned between phase bubbles. Screen provided to protect food in canteen when pupils collect food. Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. All staff supervising pupils in the hall at lunchtime to wear a face mask where applicable. Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Classrooms have packed lunch storage spaces for each KS2 class so no mixing of bubbles. All staff and adult volunteers or visitors may wear facemasks in communal areas and corridors and where social distancing cannot be maintained. <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"> If required, screens utilised when closer support between adult and pupil is needed (adult to wear face masks / coverings in addition to using the screens) Tissues and hand sanitiser to be located in each classroom/learning space. Bins to be emptied daily in classrooms. Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open, where possible. Where possible, windows to be opened to provide ventilation. 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> • Children will be provided with their own set of equipment (e.g. pencil, ruler etc.) to reduce the risk of infection. • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use. • Shared teaching resources to be cleaned prior to and after use. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned. • Guidance issued to staff on the use of the staff room and staff toilet area – limiting number of people • All staff and adult volunteers or visitors to wear facemasks in communal areas and corridors and where social distancing cannot be maintained between adults. • Antibacterial wipes to be in place at photocopiers/shared keyboards/telephones etc. • Staff to have their own personal hand sanitiser on their lanyards provided by the school. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					

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Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school. Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. Rewards / praise for the pupils is linked to continued expectations re hand hygiene, movement around school etc. The SLT will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Leaders and staff regularly review individual pupils handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy). 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. Review individual communication plans where close proximity is expected e.g. on-body signing 	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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		<ul style="list-style-type: none"> Plans should be understood, shared and followed consistently by all staff working with those pupils PEEPs are in place and key trained staff are identified to support in the event of an emergency. <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school. Agree what returning support is available to pupils with SEND in conjunction with families and other agencies Pupil with EHC plans during a future National lockdown will be invited to attend school; if they do not – regularly contact is made with familiar adult via technology.. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	M	M	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Mental health and wellbeing affected through isolation or	M	<ul style="list-style-type: none"> Regular keep in touch meetings/calls with any staff members who are isolating/working at home Staff are able to talk about their anxieties and know how to raise a concern Staff are kept up to date on changes in guidance so that they feel reassured 	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts

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
anxiety about coronavirus							
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils. Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns. Follow up any referrals made by staff swiftly. Maintain regular contact with all vulnerable families. <p>As a result, safeguarding remains of the highest priority.</p>	L	L	Jane Cook Marie Pickett All other DSLs	September 2021 & ongoing	C Roberts
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed and updated. Leaders to communicate procedures to all staff. Staff to communicate emergency evacuation procedures to pupils on their return to school. Hold termly unannounced practise fire drill . <p>As a result all staff and children are aware of nearest fire exits and can exit the building quickly in a safe manner.</p>	L	L	Jane Cook Marie Pickett	September 2021 & ongoing	C Roberts
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. 	M	M	Jane Cook Marie Pickett Site team	September 2021 & ongoing	C Roberts

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"> • The Head teacher, Deputy Head Teacher and Site Manager to monitor the standards of cleaning in school and identifies any additional cleaning measures. • Whilst pupils are at break time / lunchtime, allocated staff members to clean tables/door handles with Evans Protect spray / antibacterial wipes. • Antibacterial wipes are next to photocopiers/printers etc. • Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). • Records of cleaning undertaken with dates times of when rooms / areas have been cleaned and by whom. • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning. Staff to also support with additional cleaning when required. <p>As a result, high standards of cleanliness are maintained in school.</p>	M	M			
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school. • Agree arrival and departure times with contractors to ensure that there is no / limited contact with staff or pupils. • All contractors/visitors to wash. sanitise hands either prior to or on entry to the school site. 	M	M	Jane Cook Marie Pickett Office Staff	September 2021	C Roberts

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"> • Contractors and visitors are directed to specific/designated handwashing / sanitising facilities. • All areas in which contractors work are cleaned in line with latest government guidance. • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling. • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries. • If drivers have to enter school site, ensure that they wear a face mask and are asked to use hand sanitiser before entering the building. • Surfaces to be cleaned after any deliveries have been made. • All visitors in school are required to wear a face covering in meetings. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Poor management of pupils during breakfast and after school club	M	<ul style="list-style-type: none"> • Breakfast and After School club continues to run from the large school hall. • Children will follow all hand washing and sanitising procedures. • Children will be grouped according to their phase bubbles. • Children in their phase bubbles will have their own sets of resources – which will be cleaned regularly. 	L	L	Jane Cook Marie Pickett Out of Hours staff	September 2021	C Roberts

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"> Allocated staff will take children to and from classrooms to ensure managed safe movement around school. Resources cleaned regularly. 					
Exposing children to different environments – increase risk of infection.	H	<ul style="list-style-type: none"> After school clubs to be run in phase bubbles. If phase bubbles mix, this to be in a large well ventilated space .eg. school hall Parent assemblies, parent evenings, workshops and open sessions will also be postponed until it is judged to be safe. Class readers – pupils have own copy of text and have name labelled bookmarks for identification. School trips are permitted to resume but will not take place at least in the Autumn term because the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools is not conducive with guidance. Swimming will not take place until a detailed risk assessment has been provided by the pool and leaders are confident that social distancing and safety measures can be maintained travelling to and from the pool. 	M	M	Jane Cook Marie Pickett	September 2021	C Roberts
Staff who are asymptomatic unknowing	H	<ul style="list-style-type: none"> School continue to provide the option to all employees to opt in to the voluntary twice weekly Lateral Flow Device (LFD) testing. 	M	M	Jane Cook Marie Pickett	September 2021	Jane Cook

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
spreading the virus to others.		<ul style="list-style-type: none"> • Comprehensive guidance, instructions and test kits are provided. All staff are fully aware of what to do following each result. • Staff who choose to opt in the LTD testing complete the test twice a week (Sunday and Wednesday evenings), with the aim of preventing the spread, when people are asymptomatic. • All staff are clear on the process of what to do based on their results and record their results on both an internal school record form and the Government form. • Staff who are double jabbed, who have been in contact with someone who has tested positive are advised to use a LFD test daily. Only when a negative result is received can they come to school. • Staff are asked to inform the SLT of any close contact with a positive case. 			Kerry Harris		C Roberts
Staff and pupils displaying identified wider symptoms unknowingly spreading the virus to others.	H	<ul style="list-style-type: none"> • All staff employees and parents provided with latest guidance from the LA and Dudley Council Public Health Team regarding the wider symptoms. • Children and staff are recommended to get a Covid -19 test as a precaution if they display any of the wider symptoms: <ul style="list-style-type: none"> ○ Loss of appetite ○ Sore throat ○ Extreme tiredness ○ Sneezing ○ Headaches ○ Diarrhoea ○ Joint pain / muscle ache ○ Vomiting ○ Nausea ○ Runny nose / congestion 	M	M	Jane Cook Marie Pickett Kerry Harris	Ongoing from January 2021 Sept 2021	Jane Cook C Roberts

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> <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- DfE Guidance for full opening of schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Lateral Flow Device Testing Guidance <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf
- file:///N:/Schools_guidance_Step_4_update.pdf