



Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020
for Donnington Wood Infant School and Nursery

Assessment conducted by: C Boddy	Job title: Headteacher	Covered by this assessment:
Date of assessment: 26/05/2020	Date of next review: 22/06/2020	This document was written on 18 th May 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups Nursery (3&4s) and reception **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 risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May\)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add additional information
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. 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 Head Teacher Sign ...C Boddy..... Date27/05/2020..... Chair of Governors sign Date
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
The school lapses in following national guidelines and advice, putting everyone at risk	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>			Head	1/6/2020	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head teacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>			Head	3/6/2020	
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 ➤ Business Continuity/Resilience 			Head	3/6/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. A comprehensive and current list of key staff members available each day Staff are made aware of the school's infection control procedures in relation to coronavirus via staff briefing on 1/6/2020 Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/school website / poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery on their first morning in nursery . school after 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell Regular electronic updates issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
High risk individuals	H	<ul style="list-style-type: none"> Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19) 			Head	1/6/2020	
Vulnerable staff and pupils	H	<ul style="list-style-type: none"> children, young people and staff who have been classed as <u>clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible. 			Head	1/6/2020	

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		<p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus.</p> <ul style="list-style-type: none"> a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>guidance on shielding</u>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced 					
Poor hygiene practice in school - General	M	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds School to use the E-Bug material Staff to provide hand wash demonstrations Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors 			Head	3/6/2020	

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		<ul style="list-style-type: none"> • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • All doors which can be safely left open will remain open. • Classroom doors in school will have a 'bumper' fitted to prevent them closing and enabling them to be pushed open without touching the door handle • Pupils and staff do not share cutlery, cups or food. Children to bring in their own drink bottle daily. School to provide emergency supply of disposable (single use) bottles of water. • Staff to bring in their own cups and utensils • All items are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning routines. Toilets will be cleaned at the end of the morning (Let's Clean cleaner). Door handles, light switches, taps and tables are cleaned during the day (end of the morning by bubble staff and end of the day by Let's Clean cleaners) and paper/hand towels are refilled regularly (end of the morning by bubble staff and end of the day by Let's Clean cleaners) • Follow T&W cleaning in school guidance <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 • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Administrators to have a written log of visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building 			Deputy Head	3/6/2020	

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		<ul style="list-style-type: none"> Reduce the amount of people accessing reception area at any one time (only one person at a time) Rearrange/remove furniture in reception area to facilitate social distancing. Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Ensure distancing is maintained between desks Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. Each individual responsible for wiping down equipment such as printers All printing to be collected by administrative staff and placed outside the office for collection by staff All photocopying to places outside the office for collection and processing by administrative staff. Copies will be places outside the office for collection by staff Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>			Deputy Head	1/6/2020	
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. 			Head	3/6/2020	

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		<ul style="list-style-type: none"> Senior staff to be outside at the start of the day to ensure parents know where to go and are maintaining social distancing Inform each year group and their parents of the times for the beginning of the school day (arrival 8:45 – 9:00) Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. All 3 boundary gates open daily. Children in school waiting on the playground and entering through their outside classroom door when called by a member of staff. Children in nursery waiting outside the main entrance (with parents) until called in. Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities All staff to wash hands on arrival in school Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day Issue information to pupils in relation to restrictions on their movement around the site Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <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 – gloves, apron (see PPE guidance for schools) All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. Restrict numbers of children using the toilets to ensure 2m social distancing is maintained 			Assistant Head	1/6/2020	

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		<ul style="list-style-type: none"> Staff to ensure children wash their hands following current guidance after using the toilet Provide paper towels instead of blow dryers (less risk of aerosol) Prop doors open where possible to reduce hand contact surfaces Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Senior staff to be outside at the end of the day to ensure parents know where to go and are maintaining social distancing Inform pupils and parents of their allocated times for the end of their school day (2:45-3:00) Inform pupils and their parents of the allocated exit points and pick up points. All 3 boundary gates open daily. Parents (school) to wait on the playground and children will be sent out one at a time. Parents (nursery) to wait outside the main entrance and children will be sent out one at a time. Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If driving to school then parents are to remain in cars until pick up times and park safely Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			Head		
Ill health in school.	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) 			Assistant Head		

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		<ul style="list-style-type: none"> ➤ Loss of taste or smell. • 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 (see PPE guidance for schools) • Each teaching space, staffroom & main office to have a supply of PPE (gloves, aprons, masks, hand sanitiser) • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to the Headteacher • Any staff member who displays signs of being unwell immediately refers themselves to the Headteacher and is sent home (See guidance on Dealing with incidents at school) • Staff ensure that any unwell pupils are moved to the agreed location and are supervised whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom (Hub toilets) which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in a designated area by the main office where they can be at least two metres away from others 					

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		<ul style="list-style-type: none"> Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. Following a suspected case head teachers should follow the guidance in appendix 2 Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out; <ul style="list-style-type: none"> ➤ Avoiding contact with anyone with symptoms ➤ Frequent hand cleaning and good respiratory hygiene practices ➤ Regular cleaning of settings ➤ Minimising contact and mixing <p>It is still important to reduce contact between people As much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <ul style="list-style-type: none"> Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so Timetable reviewed and refreshed and programme communicated to teachers and staff No more than 15 children in a class where space allows 			Head	1/6/2020	

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		<ul style="list-style-type: none"> Desks should be spaced as far apart as possible Where possible, pupil movement to be limited to make social distancing easier <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
Mental Health and Wellbeing for pupils	M	<ul style="list-style-type: none"> Where year groups are returning to school we would expect leaders and teachers to; <ul style="list-style-type: none"> consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils 			Deputy Head		
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days The Head teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. See advice in Dealing with Incident procedure <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>			Head	On-going	
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 and vulnerable adults for their school Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is sufficient staffing in place for cover in the instance that staff have to self-isolate. Follow T&W PPE guidance <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>			Head	1/6/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> • Staggered starts / finishes to be put in place for break time and lunchtime • Weather permitting, a one-way system to implemented for pupils arriving and leaving the hall at lunchtime. (go to the hall along the veranda and return to class along the corridor) • 'Road' markings to be used in the corridors to support children in their understanding of social distancing • Allocated outdoor areas for each year group to be identified for break time and lunchtime • Lunchtime to be staggered for different 'bubbles' (Reception 11:45, Keyworker / vulnerable 12:00 & 12:15) • Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited • Pupils to be supervised in washing hands before and after lunch • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) • Tables to be cleaned prior to use, between year groups and at the end of session • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Screen provided to protect food in canteen when pupils choose food • Reception pupils (packed lunch or school meal) to eat in the hall. Supervising staff to ensure children are spaced out at tables. • KS1 pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch • KS1 children eating a school cooked meal to eat in their classroom to minimise the number of children in the hall. Tables to be cleaned before and after eating (supervising staff) • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection during unstructured time is reduced.</p>			Head	2/6/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • Class sizes reduced to ensure social distancing can be adhered to, with all desks spread as far apart as possible and group sizes not exceeding 15 • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues, hand soap, paper towels and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms. • All bins in shared areas to be pedal bins. All other bins must be lidded bins and the lid cleaned regularly. • Contact with communal surfaces, such as door handles etc to be minimised. • All doors which can be safely left open will remain open. • Classroom doors in school have a 'bumper' fitted to prevent them closing and enabling them to be pushed open without touching the door handle • Where possible, windows to be opened to provide ventilation. • Each child provided with the required equipment (stationery etc) for their personal use 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 • If at all possible, shared resources should not be used. Where this is impossible they must to be cleaned prior to and after every use. • Resources must not be shared between different groups of children. • 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 • Staff to be reminded to adhere to social distancing at all times 			Head	3/6/2020	

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		<ul style="list-style-type: none"> Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Nurseries that provide half day session in the same area require a full clean following guidance prior to next session Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Spread of infection in staffroom / staff toilets	H	<ul style="list-style-type: none"> Staff to be reminded to adhere to social distancing at all times Tissues, hand soap, paper towels and hand sanitiser to be located in the staffroom Staff to wash hands on entering and leaving the staffroom Bin (pedal bin) to be emptied at twice daily (end of morning and end of day) Contact with communal surfaces, such as door handles etc to be minimised. Staffroom door will remain open. Where possible, windows to be opened to provide ventilation. If at all possible, shared resources should not be used. Where this is impossible they must to be cleaned prior to and after every use. Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff toilets – only one person at a time. Staffroom – Staggered break / lunchtimes for staff. Maximum of 2 people in the kitchen area and one person in the locker area. Staff to socially distance if using the seating areas. Staff must provide their own cups / plates / utensils / tea towel. These must be stored in their locker. Staff must either take items home to be washed or wash and dry their own cups, plates and utensils, using their own tea towel (stored in personal locker) <p>As a result, the risk of infection to staff and pupils in staff shared areas is reduced.</p>			Head	2/6/2020	
Poor pupil behaviour increases the risk	H	<ul style="list-style-type: none"> Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence 			Head	3/6/2020	

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of the spread of the infection.		<ul style="list-style-type: none"> Parents are requested to share revised behaviour expectations and routines with children prior to returning to school or nursery 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. Follow T&W PPE guidance <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
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 should review individual pupils' handling plans, including the use of PPE (see PPE guidance) Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. Follow T&W PPE guidance <p>As a result, pupils with complex needs are well supported.</p>			Deputy Head (SENCo)	1/6/2020	
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. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>			Deputy Head (SENCo)	3/6/2020	

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Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Agree safeguarding provision for pupils not returning including frequency and method of contact with families Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff, pupils or the wider community swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>			Head	1/6/2020	
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Practice fire drill completed in first week Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>			Head	3/6/2020	
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 A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at break time/lunchtime, a member of staff from the bubble (on a rota basis) to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable gloves/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). 			Head	3/6/2020	

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, high standards of cleanliness are maintained in school.</p>					
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 contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>			Deputy Head	3/6/2020	
Professional Visitors	H	<ul style="list-style-type: none"> Where at all possible, professional visitors will undertake their work remotely using Microsoft Teams or conference calls Only visitors whose work cannot be carried out remotely will be permitted to visit 			Head	On-going	

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"> All visitors to be checked to ensure that they are essential visitors prior to entry to the school Pre questionnaire completed by professional visitor Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils All professional visitors to wash hands on entry to the school site Professional visitors are directed to specific/designated handwashing facilities All areas in which Professional visitor work are cleaned in line with government guidance Professional visitors to bring own food, drink and utensils onto site. Professional visitors to be responsible for cleaning their own equipment and personal belongings <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>					

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>