



Assessment conducted by: C Boddy	Job title: Headteacher	Covered by this assessment:
Date of assessment: 06/01/2021	Date of next review: 01/02/2021	This document was written on 6 th January 2021

The sole purpose of this risk assessment is to support schools for all pupils in all year groups from the beginning of the Spring term 2021, **while reducing the risk of coronavirus transmission**

- 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 and unions 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.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- **As of 5th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. Nursery is open to all children. All other children will learn remotely until February half term.**
- <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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 Head Teacher Sign ...C Boddy..... Date Chair of Governors sign Date
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/ Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	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 and their families 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	1/9/2020	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils/parents aware of current actions and requirements and reminded frequently using school communication systems Head teacher to share risk assessment with all staff and governors 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	1/9/2020 & ongoing	
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 All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 			Head	1/9/2020 & ongoing	

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		<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 & 1/9/2020 • 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 (from 2/9/2020). 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>					
Extremely clinically vulnerable (High risk) individuals	H	<ul style="list-style-type: none"> • Individual risk assessment to be updated for staff in high risk category exposure to Coronavirus (COVID – 19) <p>Staff - Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)</p> <p>HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier</p>			Deputy	5/1/2021	

Risk Description/ Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
		<p>As from 5th January 2021 staff that have been identified as CEV have been asked to shield again should work from home if their role allows, if their role does not allow working from home they should remain at home and not attend the work place.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p>Pupils – As from 5th January 2021 pupils that have been identified as CEV will be reviewed to identify if they are still considered CEV, if they are, they will be asked to shield again and should not attend school.</p>					
Clinically vulnerable staff and pupils	H	<ul style="list-style-type: none"> Individual risk assessment to be reviewed and updated for vulnerable staff and pupils 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. <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p>			Deputy	6/1/2021	

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		<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>See further guidance in CEV and CV guidance and up dated risk assessment</p>					
<p>Poor hygiene practice in school - General</p>	<p>M</p>	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap & water on entry to school, before and after break times and lunchtimes for no less than 20 seconds • School to use the E-Bug material • Staff to provide hand washing demonstrations • Teachers to reiterate key message 'catch it, bin it, kill it' in class-time 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. • The 'catch it, bin it, kill it' approach continues to be very important, so school will ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine • 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, classrooms 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. 			<p>Head</p>	<p>1/9/2020</p>	

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		<ul style="list-style-type: none"> 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 staff and end of the day by Let's Clean cleaners) and paper/hand towels are refilled regularly (end of the morning by staff and end of the day by Let's Clean cleaners) Follow T&W cleaning in school guidance All staff to be made aware of the contact time for cleaning chemicals (5 minutes for virucidal spray being used currently) Let's Clean cleaners to be allocated defined areas of school to minimise risk of transmission particularly where cleaning staff work in school with children during the day <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Hand Hygiene	M	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School / Nursery will ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> when they arrive at school, when they return from breaks, when they change rooms before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p>			Head	2/9/2020	

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		<ul style="list-style-type: none"> ensuring the school has enough hand washing 'stations' available so that all pupils and staff can clean their hands regularly Small children and pupils with complex needs should continue to be helped to clean their hands properly. Supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 					
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 Reduce the amount of people accessing reception area at any one time (only one person / family at a time) Furniture removed 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>			Deputy Head	1/9/2020	
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 Photocopier to be relocated into the Hub so all staff are able to access. Each individual is responsible for wiping down the photocopier after each use. 			Deputy Head	1/9/2020	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

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		<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 Display the 'COVID-19 secure' poster <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
System of Controls - Prevention		<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) where recommended, the use of face coverings</p> <p>3) clean hands thoroughly more often than usual</p> <p>4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>6) minimise contact between individuals and maintain social distancing wherever possible</p> <p>7) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>8) always keep occupied spaces well ventilated</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.</p>			Head	1/9/2020	
System of Control - Responsive		<p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form https://apps.telford.gov.uk/testandtrace/ Follow guidance for use of NHS test and trace app within school https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p>			Head	On-going	

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		<p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>					
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. • 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 • 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 			Head	1/9/2020	

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
		As a result, the risk of infection is reduced as pupils and staff arrive at school.					
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 social distancing is maintained 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>			Assistant Head	1/9/2020	
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 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 Nursery entrance (on the zigzag ramp) 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 			Head	2/9/2020	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

Risk Description/ Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person	Planned completion Date	Line Manager Check
		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	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) ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms, or was tested if asymptomatic.</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <p>Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option "local Authority required me to test"</p> <p>Asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> <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 (see PPE guidance for schools) 			Assistant Head	1/9/2020 & on- going	

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		<ul style="list-style-type: none"> • 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 (next to main office) 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 • 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 complete the school notification form. 					

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		<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, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Local restrictions tiers and National Lockdown</p> <p>Additional implications</p>		<p>As of 5th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.</p> <p>Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the Local restriction tiers: what you need to know guidance.</p> <p><u>Local restriction tiers: 2, 3 or 4</u></p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p> <p>Review PE, sport and physical activity is school/s moved into tier 4</p>			Head	5/1/2021	

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		<p>Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p> <p>Schools in local restriction tier 3 and 4 areas should not host performances with an audience</p>					
Personal Protective Equipment		<ul style="list-style-type: none"> Review your provision of PPE PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>			Head	5/1/2021	
Face coverings		<p>As of 5th January 2021 all staff (unless exempt) will wear face coverings when moving around school (outside of their bubble)</p> <ul style="list-style-type: none"> Ensure where there is a need for face coverings in the school the control is implemented Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth <p>Where recommended, use of face coverings in schools - See further advice in the Face Coverings guidance.</p> <p>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings</p>			Head	5/1/2021	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

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		<p>could have a negative impact on teaching and their use in the classroom should be avoided.</p> <p><u>Local restriction tiers: 2, 3 or 4</u></p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Exemptions -Some individuals are exempt from wearing <u>face coverings</u>.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> -children's ability to distance -the lay out of the school -the feasibility of keeping distinct groups separate while offering a broad curriculum <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 • Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. • Classrooms allocated for provision and arranged so that pupils can minimise contact • Avoiding contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices 			Head	1/9/2020	

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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"> 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 consistent group and that groups stay away from other people and groups.</p> <ul style="list-style-type: none"> Timetable reviewed and refreshed and programme communicated to teachers and staff to enable staggered breaks / dinner Each year group to form a 'group' and not mix with other groups 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	<p>Where children are in school or nursery we would expect leaders and teachers to;</p> <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 <p>Where children are not currently attending staff will make contact weekly (via a phone call or doorstep visit) and raise any concerns with appropriate leaders in school</p>			Deputy Head	2/9/2020	
A pupil is tested and has a confirmed case of coronavirus.	H	<ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub <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"> Minimise contact with staff and pupils Maintain social distancing Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school 			Head	1/9/2020	

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"> • 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>					
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 year groups • Pupils advised not to play contact games at break time or lunchtime. • Ball games and shared outdoor equipment available for each year group but must not be shared between year groups • 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 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 • Nursery 30 hours children to eat in nursery • Reception and Year 1 pupils (packed lunch or school meal) to eat in the hall. Supervising staff to ensure children are spaced out at tables. 			Head	2/9/2020	

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"> Year 2 pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch Year 2 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>					
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> Each year group will form a 'group' Classroom desks spread as far apart as possible with pupils (KS1) sat side by side (not face to face or side on) as much as possible. Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible Minimise movement around the classroom Stagger movement around the classroom Staff to maintain social distancing between adults. Ideally, adults should maintain 2 metre distance from children. This may not always be possible with younger children or children with complex needs When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in consistent groups Each child provided with the required equipment (pen, pencils etc) for their personal use to reduce the risk of infection Allocate items such as books/toys to year groups, to avoid mix use Resources must ideally not be shared between different groups of children. Any shared equipment (such as PE, art, science, reading books etc) should be thoroughly cleaned in between use and where possible isolated for 48-72 hours Avoid large gatherings such as assemblies (no assemblies for the first half term) Adapt timetables to avoid creating busy corridors (staggered break and dinner times) 			Head	2/9/2020	

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"> 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 Windows will be partially open to provide ventilation. 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 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 Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc 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>					
Music & Singing		<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> Play/sing outdoors where possible Limit group sizes to no more than 15 Position pupils back to back or side to side 			Head	2/9/2020	
Physical Activities		<ul style="list-style-type: none"> Outdoor sports should be prioritised Scrupulous attention to cleaning and hygiene <p>Schools should refer to the following advice:</p>			Deputy & PE lead	2/9/2020	

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"> guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust 					
Breakfast club/After school provisions		<p>As of 5th January 2021 Breakfast Club will still be offered but will be run in each year group bubble when needed.</p> <p>No after school clubs will run</p> <p>When school is fully open -</p> <ul style="list-style-type: none"> Where possible children kept in year groups Daily record maintained for attendance and groups After school clubs to run for one identified year group at a time No contact sport <p>Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p>			Head	2/9/2020	
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 Each year group will have a designated staff room (Nursery – Family Room, Rec – 6, Y1 – 4, Y2 -2) Tissues, hand soap, paper towels and hand sanitiser to be located in every staffroom Staff to wash hands on entering and leaving their 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 be cleaned prior to and after every use. 			Head	1/9/2020	

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"> 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>					
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> Behaviour expectations, routines, rewards and sanctions revisited with all staff prior to school opening 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 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>			Head	2/9/2020	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity 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) 			Deputy Head / SENCo	2/9/2020	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

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"> 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>					
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	2/9/2020	
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 any pupils who do not return or have poor attendance 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	1/9/2020	
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	2/9/2020	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

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
Cleaning is not sufficiently comprehensive.	H	<p>As of 5th January 2021 all cleaners will have designated areas to clean, which take into account their level of contact with children and staff during the school day, to reduce the risk of transmission of infection</p> <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 Additional cleaning hours to increase the regularity of cleaning (focus on lunchtime cleaning of shared areas, toilets, frequently touched surfaces) Whilst pupils are at break time/lunchtime, a member of staff from the group (on a rota basis) to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet 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). Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority Follow current advice on COVID-19: cleaning of non-healthcare settings guidance. <p>As a result, high standards of cleanliness are maintained in school.</p>			Head	1/9/2020	
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 			Deputy Head	1/9/2020	

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 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/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Transport		Follow transport guidance					
First Aid Care		<p>Ensure appropriate PPE is worn when giving first aid to children</p> <p>Each year group bubble has at least one first aider so first aid can be managed within the bubble</p>			Head	1/9/2020	
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 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. 			Head	On-going	

Version 3 21/05/20 reviewed, combined with Version 1 09/07/2020, and Version 1 4/1/2021

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		<ul style="list-style-type: none"> 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>					
Educational Visits		<ul style="list-style-type: none"> No overnight or overseas educational visits Non-overnight domestic educational visits can resume Pupils to be kept to the school groups Destination should be COVID-secure 			EVC	On-going	
Environmental and building risks if your school does partially/ completely close		<ul style="list-style-type: none"> Thoroughly clean all equipment/areas before reopening. Review any maintenance requirements Test fire alarms and evacuation procedures Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks Playground equipment <p>For further advice check with the BiT team</p>					

Useful links:

- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- 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>
- Stay at home Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>