

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020

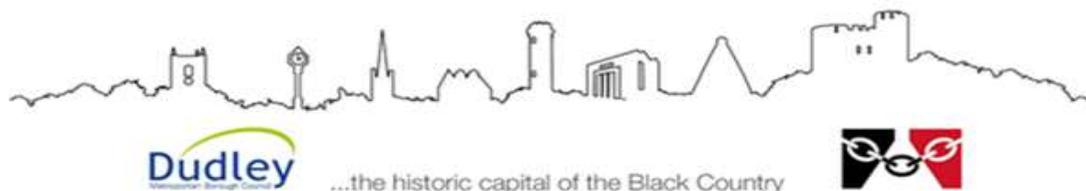
St James's CE Primary School

<p>Assessment conducted by: L Mason, S Mason, A Millichip</p>	<p>Job title: Head teacher, deputy head teacher, Chair of Governors</p>	<p>Covered by this assessment:</p> <ul style="list-style-type: none"> • School's obligation to keep up to date with guidance, advice and scientific evidence. • Communication with staff and families. • Familiarity with policies and procedures, codicils added to asthma, infection control, fire + evacuation, first aid and behaviour. • Hygiene • Cleaning • Procedure for ill health at school • Management of pupils to reduce risk. • Organisation of lunch and break times. • Minimising spread of infection. • Pupil behaviour • Individual pupil needs including SEND and medical needs. • Safeguarding. • Contractors and visitors on site.
<p>Date of assessment: 18th May 2020</p>	<p>Date of next review: This risk assessment will be reviewed regularly, at least weekly as more scientific information is made available to us and the needs of the pupils, staff and families changes.</p>	

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 reception and year 6 at St James's CE Pr Sch **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). We have ensured that this risk assessment reflects the local setting and context of our school. Staff have been consulted with regard to this risk assessment (this takes into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- 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. Generic risk controls have been provided by the Local Authority. School have added the detail according to our setting and circumstances.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
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	L	<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 and PHE, and review its risk assessment accordingly. • All DfE and LA documents relevant to our setting are on the T Drive and are easily accessible to all school staff. • Head teacher will ensure that all staff have read and understood alterations and additions to relevant policies and procedures by sharing them on the staff area of the school's website. This will be done prior to the wider opening date of the 1st June. • Information on the school website is updated for parents and this risk assessment will be shared. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by text message link to the website 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>	L	L	L Mason S Mason A Millichip C Davies	Initial plan completed 19.5.20. Reviewed daily as guidance and advice changes daily. Plan will be adapted as issues arise.	

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Poor communication with parents and other stakeholders	L	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. These include the website and emails. • Risk assessment to be approved by governors. • Headteacher to share risk assessment with all staff and families. • 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>	L	L	L Mason	Clear communication with parents prior to wider opening. Daily communication with staff. Regular communication with governors.	
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated. • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures 	L	L	L Mason S Mason A Milichip		

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		<p>Care taker and cleaning staff to be supported with understanding their responsibilities in ensuring that the above are adhered to. All policies have been updated in one Health and Safety folder located in L Mason's office. L Mason and G Hollis will outline role of care taker clearly on 18th May and ensure that all documents and policies are read and understood. Work will be supervised until confidence levels are satisfactory.</p> <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' • All staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Cleaning products provided to each room. S Brindley and C Davies on site for the duration on the day completing a continual cleaning cycle. 			L Mason has shared with C Davies and clarified issues arising.		

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		<ul style="list-style-type: none"> • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Posters provided by DfE on display around the school site and outside for parents to see. • Daily electronic briefing 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>					
Poor hygiene practice in school - general	H	<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) 	L	L	L Mason G Hollis – ordering supplies		

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		<ul style="list-style-type: none"> • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • 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 • 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 • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use 			CDavies – overseeing cleaning routines.		

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		<ul style="list-style-type: none"> Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day (continual rota for C Davies and S Brindley to include emptying bins at least hourly or on demand) and paper/hand towels are refilled hourly. S Brindley to clean from 0740 – 0830. Rest of cleaning team will commence at 230 pm when first group of children leave. Staff will leave the premises promptly to allow deep, uninterrupted clean. <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	M	<ul style="list-style-type: none"> Clear signage in place regarding social distancing. Each member of office staff to have own allocated work station that will not be used by any other member of staff. This will include the meeting room. Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors. Areas touched to be wiped down. Parents prohibited from entering the school building – all communication by phone or email. 	L		G Hollis		

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		<ul style="list-style-type: none"> Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing 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. Staff to be allocated a work station, telephone and equipment. There will be no sharing. Staff will remain at their own work station. Windows will be open and the room will be well ventilated. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L		G Hollis		
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 	L		L Mason		

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		<ul style="list-style-type: none"> • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day - see Wider Opening plan for details • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival - see Wider Opening Plan for details. • 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 • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site 					

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		<ul style="list-style-type: none"> Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
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 – see Wider Opening Plan Inform pupils and parents of their allocated times for the end of their school day - see Wider Opening Plan 	M				

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		<ul style="list-style-type: none"> • Inform pupils and their parents of the allocated exit points and pick up points – see Wider Opening Plan • 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 waiting to collect pupils, parents are to remain in cars and park safely • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school 					

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		<ul style="list-style-type: none"> • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to L Mason. An isolation room has been prepared in the mobile classroom. L Mason will supervise the unwell child from a suitable distance until parents arrive to collect. The child will leave via the EYFS playground and not re-enter the school building. PPE and bio hazard kits have been prepared and there is a telephone should L Mason need to contact the school office. • Any staff member who displays signs of being unwell immediately refers themselves to L Mason and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the isolation room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom, the accessible toilet in the ICT suite, 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 					

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		<p>still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • 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. This will be located in the isolation room and prepared in case of emergency. • 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 the isolation room where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Make use of testing facilities to <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					

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<p>Poor management of pupil numbers reduces the ability of pupils and staff to practise social distancing.</p>	<p>M</p>	<ul style="list-style-type: none"> • Leaders have identified and communicated which pupils will be invited to attend – year 6 and reception pupils. This will allow children of key workers and vulnerable pupils to continue to attend in groups of no more than 12. • Leaders have calculated capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable. This has been supported and checked by A Millichip. • Timetable reviewed and refreshed and programme communicated to teachers and staff – see wider opening plan for details of use of space and timetabling. • Where possible, pupil movement to be limited to make social distancing easier. All groups will use their outside doors for entry and exit. Members of staff not allocated to that bubble e.g. head teacher, deputy head teacher. SENCo will go to the outside door and call the pupil or member of staff to come out of the door. Conversations will take place outside with a 2 m distance maintained throughout. • Leaders have considered how best to supplement remote education by continuing with home learning packs, including for those years invited to attend – see Wider Opening Plan. 	<p>L</p>		<p>L Mason All staff responsible for a bubble. S Mason H Scott Any staff needing to move about the building.</p>		

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		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.					
A pupil is tested and has a confirmed case of coronavirus.	L	<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 • Staff members will be directed to be tested. • The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders have taken appropriate action in the event of a confirmed case of coronavirus.</p>	L		L Mason All staff		
Insufficient staff to run teaching sessions for pupils.	L	<ul style="list-style-type: none"> • Leaders have ensured that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school. • Adults continuing to work from home due to their own health or that of a member of their household, will be given tasks to complete from home to support with day to day running of the school. • Leaders have ensured that the clinically extremely vulnerable are not in attendance at school. 	L		L Mason		

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		<ul style="list-style-type: none"> Leaders have ensured that the clinically vulnerable are working from home. Protocols for staff to inform leaders if they need to self-isolate are clearly in place. Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <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 to be put in place for breaktime and lunchtime – see wider opening plan One Way System where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime – see wider opening plan Lunchtime to be staggered for different year groups and lunch will be eaten in the classrooms or outside space timetabled. Lunches provided by school will be grab bags or food that does not require utensils. This will be delivered to the classrooms to reduce risk of exposure to kitchen staff. Pupils prohibited from playing contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to 	L		<u>L Mason</u> <u>S Mason</u> <u>School staff</u>		

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		<p>be prohibited. This will be outlined in classroom charters agreed with pupils and staff on their first day of returning see behaviour codicil.</p> <ul style="list-style-type: none"> • Pupils to be supervised in washing hands before and after lunch • Tables to be cleaned before and after children eat. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. <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"> • 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 2m apart and group sizes not exceeding 12. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least hourly in classrooms. 	M				

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		<ul style="list-style-type: none"> • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open except where this compromises fire or evacuation safety. • Windows to be opened to provide ventilation. Parents have been informed of this and advised to ensure that their child is dressed appropriately. • Inform all the pupils that they will be provided with their own equipment and there is to be no sharing, at this time. No equipment will be brought into school. No equipment (including reading books) will be swapped or leave school. • Pupils/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use • No shared telephone handsets. Handsets to be cleaned with anti-bacterial wipes before and after each use. • Shared teaching resources to be cleaned prior to and after use. Where possible do not share teaching resources. Each classroom to be prepared with its own indoor and outdoor equipment to minimise the need for sharing. If you staff have used shared equipment, it will be placed in the ILU room, labelled with when it was used and not used again for 72 hours. Classrooms have been prepared and resourced prior to June 1st wider opening. Governors have been invited to a site tour at allocated time slots, on Friday 29th June. 					

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		<ul style="list-style-type: none"> If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Guidance has been issued to staff on the use of the staff room and staff toilet area – no more than 4 at any time, see Wider Opening Plan Staff to be reminded to adhere to social distancing at all times Hand sanitiser in place at photocopier. Staff will provide own mug and water bottle. Any school items used must be placed in the dishwasher and not washed and dried by hand. Hands must be washed before and after using staffroom items. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>M</p>	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Class charters are written and agreed on the pupils first day back at school Pupils unable to follow the altered behaviour expectations will be spoken to by a member of SLT. 	<p>L</p>		<p><u>L Maon</u> <u>S Mason</u> <u>All school staff.</u> <u>Parents.</u></p>		

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		<ul style="list-style-type: none"> • SLT will discuss any issues arising with parents and seek their support. • H Scott will support with any behaviour issues arising due to anxiety. • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <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.	M	<ul style="list-style-type: none"> • All pupils with an EHCP attending school will have a risk assessment completed by H Scott and approved by L Mason • Leaders and staff have reviewed individual pupils' handling plans, including the use of PPE. Advice has been provided on this by HR – see HR frequently asked questions document. • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • 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 	L		L Mason H Scott		

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		<p>share with parents and pupils prior to pupils returning to school. This is supported by H Lamming and H Scott who will be available to support on 1st June to support with transition back to school. Parents have been contacted and plans put in place to support.</p> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	L	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school – see amended Mental health and emotional wellbeing policy, advice shared with all staff, by Dudley EP service regarding supporting transition – see document. • 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>	L				
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> • Safeguarding provision to be put in place to support returning pupils. Governors will ensure that L Mason and S Mason have sufficient time to deal with issues arising. • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns 	M				

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		<ul style="list-style-type: none"> Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>					
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures have been reviewed so that social distancing can be maintained. Staff to locate exits in their new location and safest route to meeting point. Fire marshals will no longer be in their previous locations and so the second member of staff in each group will check communal areas. Staff have been advised of changes – see fire policy codicil. Attendance of children of key worker and vulnerable pupils must be maintained accurately as attendees vary through the day. 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>	L		L Mason S Mason School staff		

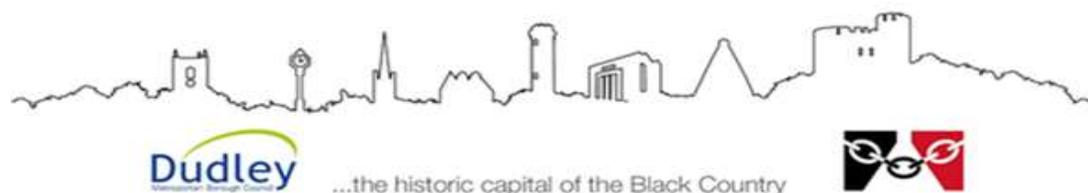
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Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> • SLT have ensured that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures – L Mason and G Hollis • S Brindley to do additional cleaning prior to school day starting. She will then remain on site with C Davies to ensure that the whole school site is cleaned throughout the day with particular attention to the toilets and communal areas. • Whilst pupils are at breaktime/lunchtime, staff allocated to that group of children to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays 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). <p>As a result, high standards of cleanliness are maintained in school.</p>	L		L Mason C Davies G Hollis		

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
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school – G Hollis • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils – C Davies • 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 will not be provided with food or drink while on 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. Table to be placed inside the gate so that deliveries can be left a safe distance from the school. • 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. 	L		G Hollis C Davies		

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, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					

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>
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- 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>