

## Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1<sup>st</sup> September 2020

### Ashwood Park Primary School

Assessment conducted by: Keith Butler	Job title: Head Teacher
Date of assessment: Aug 31st 2020	<b>Date of next review: January 2021</b>

The sole purpose of this risk assessment is to support schools in preparing for the return to school in September 2020 for all pupils **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).
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)
  - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> released 28th Aug 2020

<b>Key:</b>	
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.
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:	Sept 2020
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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The school lapses in following national guidelines and advice, putting everyone at risk	This column is difficult to measure as we are reacting to exceptional circumstances	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>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</li> <li>Information on the school website is updated.</li> <li>Parents updated via text/website/letter as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul>			KB SLT	Ongoing. React to changing advice.	

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		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>		Staff meeting to inform staff	KB SLT	<u>1<sup>st</sup> June 2020</u>  <u>1<sup>st</sup> September 2020</u>	
Lack of awareness of policies and procedures		<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>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"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> </ul> </li> </ul>	<i>Infection control is bound in H and S policies. Measures taken to minimise risks as per advice given.</i>	Staff meeting <u>1<sup>st</sup> June 2020</u>  Cleaners revised hours. Site manager supporting cleaning rotas.	KB DSL SLT	<u>1/6/20</u>	

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		<ul style="list-style-type: none"> <li>- Staff absence reporting procedures</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>• 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</li> </ul>					



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		<ul style="list-style-type: none"> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 70 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors.</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, p</li> <li>• Paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly</li> </ul>					

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		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – <b>specific – school entrance</b>		<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> </ul>			<b>All staff to adhere to increased infection control</b>		
Poor hygiene practice – <b>specific – office spaces.</b>		<ul style="list-style-type: none"> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>Touch points cleaned regularly. Desks/computers/telephones cleaned after use. Minimise staff entering office.</p> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>			<b>All staff Teaching staff and TAs to not enter the school office. Photocopying to be left on office counter. Staff to support cleaning after sessions in</b>		

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 classroom.		
Poor hygiene practice – specific - spread of potential infection at the start of the school day.		<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day staggered start as set out in letter sent to parents. Nursery am-8.30-11.30 Nursery pm 12.30-3.30 Reception 8.50-3.15 Yr 1/2 8.40-3.05 Yr 3/4 8.40-3.05 Yr 5/6 8.50-3.15</li> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival</li> </ul>			All staff to support.		



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		<ul style="list-style-type: none"> <li>Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>The correct hand washing routines will be followed and hand washing facilities available.</li> <li>Hand sanitiser is available in all classrooms so that pupils and staff can clean their hands regularly between washings.</li> <li>Ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>All staff to wash hands on arrival in school</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> </ul>					

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		<ul style="list-style-type: none"> <li>Issue information to pupils in relation to restrictions on their movement around the site</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <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.		<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>PPE to be worn for intimate care</li> <li>In some circumstances parents will be contacted to collect their child in order to support them with toileting issues</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>			KB SLT All staff		

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Poor hygiene practice – <b>specific - end of the school day.</b>		<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day</li> <li>Inform pupils and their parents of the allocated exit points and pick up points</li> <li>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</li> <li>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.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			KB SLT		
Ill health in school.		<ul style="list-style-type: none"> <li>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</li> </ul>			KB SLT All staff		

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		<ul style="list-style-type: none"> <li>• 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</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to SLT and isolates</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to SLT and is sent home</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty 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</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom (KS2 Medical room in ¾, KS1 The Hive) which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible,</li> </ul>					

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		<p>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</p> <ul style="list-style-type: none"> <li>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</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in (medical room ¾, The Hive ) where they can be at least two metres away from others</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to	•	<ul style="list-style-type: none"> <li>Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend</li> </ul>			KB SLT		

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practice social distancing.		<ul style="list-style-type: none"> <li>• Leaders to calculate capacities of classrooms. Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes.</li> <li>• Classrooms arranged so adults maintain 2 metres distance from each other, and from children where possible and when circumstances allow.</li> <li>• Classrooms to be arranged to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul> <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>					
A pupil is tested and has a confirmed case of coronavirus.		In line with government advice:			KB SLT		

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		<ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					
Insufficient staff to run face-to-sessions for pupils.	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Leaders to ensure that the clinically extremely vulnerable are not in attendance at school</li> <li>Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul>			KB/SLT	If insufficient staff to run bubbles, the bubble may have to close. May have to downgrade to Amber.	

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		<ul style="list-style-type: none"> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <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.		<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime . Lunches to be served in classrooms. Reception to use dining room</li> <li>Allocated outdoor areas for each year group to be identified for breaktime and lunchtimes. Playground areas zoned off for bubbles.</li> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>Screen provided to protect food in canteen when pupils purchase food. (Awaiting delivery)</li> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system. Lunches to be ordered on School Money APP.</li> </ul>			KB SLT All staff		



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		<ul style="list-style-type: none"> <li>Children to eat lunches in classrooms delivered to them. Tables to be cleaned with appropriate cleaning products before and after eating.</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.</li> <li>Classroom tables to be wiped down with D10.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.		<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean to be removed</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied at least twice daily in classrooms. Once at lunchtime , other at end of the day</li> </ul>			KB SLT All staff	Removing items from classrooms may not be possible and there is limited storage in school. EY classrooms have removed soft toys etc.	

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		<ul style="list-style-type: none"> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>Where possible, windows to be opened to provide ventilation.</li> <li>Inform all the pupils that they must use the required equipment allocated to them by school (stationery, calculators etc) to reduce the risk of infection</li> <li>Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>Shared teaching resources to be cleaned prior to and after use</li> <li>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</li> <li>Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times</li> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul>				Ventilation in classrooms to be observed.	

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		<ul style="list-style-type: none"> <li>Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.		<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>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</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>			KB SLT All staff		
Pupils with complex needs are not adequately prepared for a return to school or safely supported.		<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> </ul>			KB SLT SENCO RBD DSL		

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		<ul style="list-style-type: none"> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>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.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.		<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>			<b>KB</b> <b>SLT</b>	<b><u>SENCO and DSL working tirelessly with families to ensure well being.</u></b>	
Increased number of safeguarding		<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> </ul>	?		<b>KB</b> <b>SLT</b> <b>DSL</b>	<b>Can't grade this one as we don't</b>	

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concerns reported after lockdown.		<ul style="list-style-type: none"> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>			<u>SENCO</u>	know what we're facing on return.	
Emergency evacuation due to fire etc.	•	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>Fire drill termly.</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>			KB SLT LM <u>Office staff</u> <u>All staff</u>	Fire procedures to be adhered to. Fire drill first week back.	
Cleaning is not sufficiently comprehensive.		<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> </ul>			KB SLT All staff LM cleaners	<u>ongoing</u>	

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		<ul style="list-style-type: none"> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Whilst pupils are at breaktime/lunchtime staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>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). New guidelines for cleaning shared with cleaning staff 1/9/20.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.		<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> </ul>			<b>KB</b> <b>SLT</b> <b>LM</b> <b>Office staff</b> <b>All staff</b>	<b>ongoing</b>	

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		<ul style="list-style-type: none"> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>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. Deliveries to be left in foyer.</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

School-specific arrangements relating to risk assessment that may need additional detail:

**Capacity and organisation of teaching spaces:** All classes and nursery are now able to attend school. All classrooms can be accessed by outside doors. Children will sit at tables in rows. Transition has not taken place. Extra cleaning at key points of the day. Staggered start and end times to the school day. Soft furnishings removed from classrooms. All outdoor spaces to be used as much as possible.

**Arrival to and departure from school :** staggered start and end to the day. Parents and children to observe social distancing. No parents in foyer. Parents to phone into school. If they wish to talk to teacher, they will have to make an appointment. KB available.

**Movement around the school :** Children who are old enough will be encouraged to socially distance themselves when it is possible to do so. Movement around school is limited to classrooms and toilets.

**Classroom allocations :** classes used for normal attendance. Spare classrooms in 1/2, 3/4 and 5/6 can be used for changing /overspill/interventions.

**Timetable arrangements:** All staff will work towards returning to a normal timetable whilst ensuring risk controls are in place.

**Role of teaching assistants:** staff will be deployed into the bubbles. A small number of staff will work with different bubbles.

**Breaktime plan :** Bubbles are allocated designated play areas.

**Lunchtime plan :** sandwiches/lunches to be eaten in classroom. Rooms cleaned before and after eating.. Grab bags to be delivered from kitchen, then return to the classroom.

**Catering staff :** will provide grab bags/ hot boxes ordered through the normal app.



**Cleaning:** extra cleaning of surfaces through the day. Dudley have been contacted to ascertain which products can be used. Jane went through chemicals with all staff on 1<sup>st</sup> Sept.

**Toilets :** sensible approach, one at a time, self distanced where possible. Intimate cleaning policy adhered to with PPE for staff. Cleaner paid extra to clean all toilets at lunchtimes.

**Staffroom and offices :** staff not allowed in the school office. Photocopying to be left in tray on counter. Staffroom can be used for drinks etc but self distancing to be observed. Guidelines shared with staff on 1<sup>st</sup> sept.

**Transport :** cars to use car park. Self distance on arrival/ entering school. Taxis for RBD children reviewed in line with guidance. Green gate for KS2, Silver gate for the EYFS and KS1. Key workers children to enter the school office. Other children to enter school through outside classroom doors.

**Classroom expectations:** routines to be discussed with staff on Sept 1st

**Pupil expectations :** staff to talk to children on Sept 3rd

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>



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

- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](https://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>

