

Coronavirus (COVID-19): Risk Assessment Action Plan

Kates Hill Primary School

|   |   |   |
|---|---|---|
| Assessment conducted by: Kathryn HARVEY | Job title: Headteacher  | Covered by this assessment:   |
| Date of assessment: March 2021          | Reviewed 1/9/20<br>Updated review 7/9/20/ 29/9/20<br>Ongoing<br>Updates Review December 2020<br>Updated Review January 2021<br>Updated March 2021<br>Updated April 2021 | Latest Update 3/1/21<br>Updated 19/1/21 National Lateral Flow Testing<br>March 8 <sup>th</sup> Reopening plans and additional<br>information.<br>Lateral Flow Tests/Additional testing capacity |

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <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 \(updated 12 May \)](#)

|                                |   |
|--------------------------------|---|
| <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. 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. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULd BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b> |
| Responsible person:            | Kathryn HARVEY/Margaret Hollis  |
| Completion Date:               | <b>Ongoing/March 2021</b>   |
| Line Manager Check:            | LLMAT/School chair of governors   |

| School     | Action  | Deadline  |
|------------|---|---|
|            | Update website  | ASAP v  |
| Kates Hill | 1 to 1 meetings - BAME  | 6/11/20 v KH/MH set this up/Individual RA 2/1/21  |
|            | Infection control training  | 6/11/20 v All cleaners debriefed and staff made aware<br>New rota for cleaners 25/2/21<br>All sanitisers topped up in classrooms and corridors. |
|            | Daily inspection log of posters/COVID-19 materials (sanitiser etc)  | 23/10/20 v Regular updates of materials.<br>Stock daily replenished<br>Update posters around school<br>2/1/21<br>25/2/21<br>12/4/21             |
|            | Confirmation of how parents are notified of start/finish times on RA - could letters be added to the website? | Letters on facebook, parent hub and emailed personally<br>2/1/21<br>26/2/21 March Reopening<br>RA April 2021                                    |

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| The school lapses in following national guidelines and advice, putting everyone at risk | M                                 | 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> </ul> | L                       | L             | KH                 | <b>Ongoing</b><br><br><b><u>New parents letter 25/3/21</u></b> |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text 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> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>   |                         |               |  |   |                    |
| Poor communication with parents and other stakeholders | M                                 | <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>   | L                       | L             | <b><u>KH/MH/KL</u></b>                               | <b>Ongoing</b><br><br><b>April 2021</b><br><br><b>RA shared with staff 19/4/21</b><br><b>Website</b>  |                    |
| Lack of awareness of policies and procedures           | M                                 | <ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated/all individual RA up to date</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> | L<br><br>L              | L<br><br>L    | <b><u>Kh/MH/DC</u></b><br><br><b><u>KH/MH/DC</u></b> | <b>April 2021</b><br><br><b>Feb 21 individual RA update meetings</b><br><br><b>Return of shielders individual RA scheduled april 1<sup>st</sup></b> |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>- Staff absence reporting procedures</li> </ul>   | <u>L</u>                | <u>L</u>                   | <u>KH/MH/JD/CR</u> |   |                    |
|                                  | H                                 | <ul style="list-style-type: none"> <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> </ul> | <u>M</u>                | <u>M</u>                   | <u>KH/MH</u>       | <u>March 2021</u>   |                    |
|                                  | H                                 | <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. All meetings in individual rooms/no group training unless on Teams</li> </ul>   | <u>M</u>                | <u>M</u>                   | <u>/KH/MH</u>      | <u>Ongoing</u>  |                    |
|                                  | H                                 | <ul style="list-style-type: none"> <li>• Staff are made aware of the school’s infection control procedures in relation to coronavirus via email</li> </ul>   | <u>M</u>                | <u>M</u>                   | <u>KH/MH Admin</u> | <u>March 2021</u>   |                    |
|                                  | H                                 | <ul style="list-style-type: none"> <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>  | <u>M</u>                | <u>M</u>                   | <u>All staff</u>   | <u>April 2021</u>   |                    |
|                                  | H                                 | <ul style="list-style-type: none"> <li>• 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</li> </ul>   | <u>L</u>                | <u>Might not get daily</u> | <u>KH/MH</u>       | <u>Updated posters weekly/latest 10 day isolation rule Translation Poster on website April 2021</u> |                    |

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|  |                                   | <p>Jan 4<sup>th</sup>. All are informed that they must tell a member of staff if they begin to feel unwell</p> <ul style="list-style-type: none"> <li>Daily electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> <p><b>After receiving advice, we would like to remind you that it is our policy, in the event of a child being absent from school for a prolonged period of time and/or where we have requested medical proof, we may contact the Medical Practitioner to verify any documents or information received.</b></p> |                         |                     |   | <p><u>INFO box regularly monitored by admin/KH 3 times a day April 2021</u></p> <p><u>Ongoing after reopening Letter to parents March 2021</u></p> <p><u>Reminder letter April 2021 regarding the Eater regulations</u></p> <p><u>Ongoing</u></p> |                    |
| Poor hygiene practice in school - <b>general</b> | M<br><br>L<br><br>L               | <ul style="list-style-type: none"> <li>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)</li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>Cover coughs and sneezes with a tissue,</li> </ul> </li> </ul>   | L<br><br>L<br><br>L     | L<br><br>L<br><br>L | <u>KH/JM/MH</u><br><br><u>teachers</u><br><br><u>Teachers</u> | <u>March 2021</u><br><br><u>Ongoing Sanitisers all replenished in all areas of the school</u>   |                    |

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|                                  | M                                 | <ul style="list-style-type: none"> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul>   | L                       | L             | <b>Admin/MH</b>    | <b>Ongoing</b>   |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>• 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. New sanitiser stations</li> </ul>  | L                       | L             | <b>KH/MH</b>       | <b>New order April 2021</b>  |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> </ul>   | L                       | L             | <b>Admin</b>       | <b>OnGOING</b>   |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>• 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</li> </ul>   | L                       | L             | <b>Staff</b>       | <b>regular orders</b>  |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> </ul>  | L                       | L             | <b>All staff</b>   | <b>Ongoing</b>   |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>• Toilet regimes are monitored and updated to take into account waiting times</li> </ul>  | L                       | L             | <b>All staff</b>   | <b>Reminder March 2021</b>   |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <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> | L                       | L             | <b>NC/KH</b>       | <b>New rota March 2021 all cleaners back into school and briefed. Training updated November/Feb 2021 and rotas altered/ Feb 2021 rotas updated Rotas updated April 2021 due to</b> |                    |
|                                  | M                                 | As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.  |                         |               |                    |  |                    |





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|---|-----------------------------------|---|---|---|------------------------------------|---|--------------------|
|   | M<br>M                            | <ul style="list-style-type: none"> <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> <p>New updated posters sent to parents</p>  | L<br>L                                    | public transport<br><br>L                         | All staff/KH<br><br>Admin/nc/kkh   |   |                    |
| Poor hygiene practice – <b>specific – toilet/changing facilities.</b> | M<br>M<br>M<br>m                  | <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> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p> <p>Additional built in toileting throughout the day</p> | M need to source masks<br>L<br><br>L<br>L | L home made masks or get themselves<br><br>L<br>L | All staff/SLT<br><br><br>MW<br>MW  | Reception staff with supplies<br><br>March 2021   |                    |
| Poor hygiene practice – <b>specific – end of the school day.</b>      | L<br>L                            | <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 (as above)</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground</li> </ul>   | L<br>L<br>L                               | L<br>L<br>L                                       | Kh/slt<br><br>Kh/slt<br><br>Kh/slt | March 2021<br><br>Letter revised March 2021 start |                    |

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|                                  | M<br><br>M                        | <p>prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</p> <ul style="list-style-type: none"> <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>   | L<br><br><b>L might ignore advice</b> | L<br><br>L                   | <b>kh?slt</b><br><br><b>KH?SLT</b>   |  |                    |
| Ill health in school.            | M<br><br>H<br><br>m<br><br>L      | <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> <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 (isolation area)</li> </ul> | m<br><br>M<br><br>m                   | M<br><br>M<br><br>M<br><br>L | <b>SLT/ADMIN</b><br><br><br><b>We have PPE for key things Admin/KH</b><br><br>SLT<br>SLT<br>NC | <b>Ongoing reminders</b><br><br><br><b>Ongoing orders</b><br><br><br><b>Isolation areas March 2021</b> |                    |

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|                                  | L                                 | <ul style="list-style-type: none"> <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 Margaret Hollis/SLT</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to KH/JM/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 ( disabled toilet/adults toilet) 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, 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</li> <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> </ul> | <u>L</u>                                  | <u>L</u>      | <u>SLT</u>         | <u>April 2021</u>         |                    |
|                                  | L                                 |  | <u>L</u>                                  | <u>L</u>      | <u>SLT</u>         |                           |                    |
|                                  | L                                 |  | <u>L</u>                                  | <u>L</u>      | <u>ALL STAFF</u>   |                           |                    |
|                                  | L                                 |  | <u>L</u>                                  | <u>L</u>      | <u>All staff</u>   |                           |                    |
|                                  | L                                 |  | <u>L</u>                                  | <u>M</u>      | <u>Parents/SLT</u> | <u>March 2021 ongoing</u> |                    |
|                                  | M                                 |  | <u>m Unless no masks available then H</u> | <u>M</u>      | <u>KH/Staff</u>    |                           |                    |
|                                  | H                                 |  | <u>M</u>                                  | <u>M</u>      | <u>SLT</u>         |                           |                    |
|                                  | M                                 |  | <u>M</u>                                  | <u>M</u>      | <u>First Aider</u> |                           |                    |
|                                  | M                                 |  | <u>M</u>                                  | <u>m</u>      | <u>SLT</u>         |                           |                    |
|                                  |                                   |  | <u>M</u>                                  |               |                    |                           |                    |

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|   |                                   | <ul style="list-style-type: none"> <li>Unwell pupils who are waiting to go home are supervised in Corridor outside staff room 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 practice social distancing. | M<br><br>M<br><br>M               | <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> <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> </ul>   | <u>L</u><br><br><u>L</u><br><br><u>L</u> | <u>L</u><br><br><u>L</u> | <u>KH/teachers</u><br><br><u>KH/SLT</u><br><br><u>KH/JM</u> | <u>April 2021</u><br><br><u>INSET April 19th 2021</u><br><br><u>Updates April 2021</u> |                    |

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|   | M                                 | <ul style="list-style-type: none"> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul>  |                         | <u>L</u>      | <u>KH/SLT/DR</u>                             | <u>New catch up groups in bubbles</u>                                 |                    |
|   | M                                 | <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> <p><b>Interventions for all pupils to full start April 2021 – staff to wear masks if necessary, stick to chosen intervention room, do not cross bubbles, where possible teach outside</b></p> | <u>I</u>                | <u>I</u>      | <u>Jm/STAFF NOT IN SCHOOL</u>                |   |                    |
| A pupil is tested and has a confirmed case of coronavirus.  | H                                 | In line with government advice:  | <u>M</u>                | <u>M</u>      | <u>Kh/MH</u>                                 | <u>Ongoing New rules Dec 2020</u>                                     |                    |
|   | H                                 | <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days. Do not take action regarding notifying bubbles until contact has been made by PHE. Refer to SOP/DFE</li> </ul>   | <u>M</u>                | <u>M</u>      | <u>KH/MH</u>                                 | <u>New variant JAN 2021</u>   |                    |
|   | H                                 | <ul style="list-style-type: none"> <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>                          | <u>M</u>                | <u>M</u>      | <u>KH/MH</u>                                 | <u>New testing regime Jan 2021</u>                                    |                    |
| Schools will be expected to introduce LFT to staff at schools to test themselves at home twice weekly | M                                 | <p><b>In line with government advice</b></p> <p><b>Store the tests at room temperature in a lockable office</b></p> <p><b>Staff will be tested Sunday and Wednesday every week</b></p> <p><b>Staff will be given 3-4 weeks of supply – with load boxes to identify them against</b></p>  | <u>L</u>                | <u>L</u>      | <u>KH CR/JD</u><br><u>J timetable issues</u> | <u>LFT begin 25/1/21</u><br><u>Review after first couple of weeks</u> |                    |

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|  |   | <p>Staff to use for their own purposes/do not share with any body else in their household</p> <p>Staff must only use the test if no symptoms</p> <p>If a positive test happens/staff will isolate immediately and get a PCR test</p> <p>Staff to collect tests from school weekly</p> <p>Staff to administer tests at home</p> <p>Staff to input results into NHS test and trace app</p> <p>Staff to communicate to KH/Admin results</p> <p>Risk of bubble closure</p> <p>Notify parents of pupils who are at school immediately if any staff member tests positive.</p> <p>Possible bubble lateral flow test – take advice from public health</p> <p>Replenish stock every few weeks so never low in stock</p> <p>Give two roles out – Covid controller and administrative role</p> <p>Encourage families to get Lateral Flow tests through the gov.uk website or local pharmacies</p> <p>Flood Street</p> <p>Dudley Leisure Centre</p> | L                       | m             | MH – TA;S<br><br>KH/JM/Office | <p>April 2021 – for supply staff or staff that cross bubbles due to PPA – more Lateral flow tests are available</p> <p>Encourage the teaching of groups outside where possible</p> <p>New stock arrived April 2021 Ongoing</p> <p>April 2021 move staff to collect boxes due to returning to the building</p> |                    |
| Insufficient staff to run face-to-sessions for pupils. | <ul style="list-style-type: none"> <li>M</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> </ul>   | L                       | L             | KH/JM                         | Ongoing list to be maintained if needed   |                    |

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|--|-----------------------------------|---|-------------------------|---------------------|--|--|--------------------|
|  | M<br><br>M                        | <ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p> <p>Shielding staff returned to work on restricted or modified duties</p>           | L<br><br>M              | M<br><br>M          | <u>KH/JM</u><br><br><u>KH/JM</u>                     | <p><u>New Shielding until March 31st</u></p> <p><u>Current list up to date</u></p> <p><u>All shielding staff returned April 19<sup>th</sup> 2021</u></p> |                    |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | M<br><br>M<br><br>M               | <ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime</li> <li>Plans of areas where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> <li>Allocated outdoor areas for each year group to be identified for breaktime and lunchtime</li> </ul> | L<br><br>L<br><br>L     | L<br><br>L<br><br>L | <u>Kh/jm</u><br><br><u>KH/JM</u><br><br><u>KH/JM</u> | <p><u>Flexible</u></p> <p><u>March 2021</u></p>  |                    |

| 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 |
|----------------------------------|-----------------------------------|--|-------------------------|---------------|-------------------------|--|--------------------|
|                                  | M                                 | <ul style="list-style-type: none"> <li>Lunchtime to be staggered for different year groups (see rota plan)</li> </ul>  | L                       | L             | <u>Kh/jm</u>            |  |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> </ul>   | L                       | L             | <u>Lunch supervisor</u> |  |                    |
|                                  | L                                 | <ul style="list-style-type: none"> <li>Pupils to be supervised in washing hands before and after lunch</li> </ul>  | L                       | L             | <u>Teachers/Staff</u>   |  |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. · Screen provided to protect food in canteen when pupils purchase food</li> </ul> | L                       | L             | <u>DC</u>               | <u>As above</u>  |                    |
|                                  | L                                 | <ul style="list-style-type: none"> <li>Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)</li> </ul>  | <u>L no tills</u>       | L             | <u>Jo</u>               | <u>Cooked food from Dec 2020 ongoing</u>                 |                    |
|                                  | L                                 | <ul style="list-style-type: none"> <li>Tables to be cleaned between year groups using lunchtime facilities</li> </ul>  | L                       | L             | <u>Jo</u>               | <u>Hot food for all pupils March 8<sup>th</sup> 2021</u> |                    |
|                                  | M                                 | <ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> </ul>   | L                       | L             | <u>Jo</u>               |  |                    |
|                                  | m                                 | <ul style="list-style-type: none"> <li>Pupils who bring a packed lunch, to eat in hall to reduce movement and maintain social distancing.</li> </ul>   | L                       | L             | <u>All staff</u>        | <u>APRIL 2021</u>  |                    |
|                                  |                                   | <p>New system to be looked at week beginning 8/3/21 due to hot meals being introduced. New seating and collecting lunch system. All money in envelopes and sanitises as no cashless system</p> <p>Reviewed and extended after successful role out</p>                    |                         |               |                         |  |                    |

| 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 during unstructured time is reduced.  |   |  |   |                         |                    |
| Spread of infection in classrooms/shared areas. | H<br>H<br>H<br>H<br>H<br>H<br>H<br>M | <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.</li> <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> </ul> | <b>M</b><br><br><b>M only issue is carpets that is permanent</b><br><br><b>L</b><br><br><b>H BINS with lids to be sourced</b><br><br><b>L</b> | <b>M</b><br><br><b>M</b><br><br><b>L</b><br><br><b>L</b><br><br><b>M</b><br><br><b>L</b> | <b>Teaching staff/SLT</b><br><br><b>Staff in classrooms</b><br><br><b>STAFF</b><br><br><b>Cleaners</b><br><br><b>Staff</b><br><br><b>KH/SLT</b> | <b>April 2021</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 |
|---|-----------------------------------|--|-------------------------|---------------|---------------------------|---|--------------------|
|   | M                                 | <ul style="list-style-type: none"> <li>Inform all the pupils that they only will be allowed to bring lunch and bottle into school to reduce the risk of infection</li> </ul>   | L                       | L             | <b>Staff</b>              |   |                    |
|   | M                                 | <ul style="list-style-type: none"> <li>Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> </ul>   | L                       | L             |                           |   |                    |
|   | M                                 | <ul style="list-style-type: none"> <li>Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> </ul>  | L                       | L             | <b>All users/cleaners</b> | <b>March 2021</b>   |                    |
|   | M                                 | <ul style="list-style-type: none"> <li>Shared teaching resources to be cleaned prior to and after use daily and in between play times</li> </ul>   | L                       | L             | <b>Staff/Cleaners</b>     | <b>All staff got own cleaning equipment/COSHH</b>                       |                    |
|   | M                                 | <ul style="list-style-type: none"> <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> </ul>                            | M                       | M             | <b>SLT</b>                |   |                    |
|   | M                                 | <ul style="list-style-type: none"> <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> </ul> | L                       | L             |                           |   |                    |
|   | M                                 | <ul style="list-style-type: none"> <li>Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul>  | L                       |               | <b>All Staff</b>          |   |                    |
|   | I                                 | <ul style="list-style-type: none"> <li>Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul>  | I                       | I             |                           |   |                    |
|   |                                   | As a result, the risk of infection to staff and pupils in classrooms is reduced.   |                         |               |                           |   |                    |
| Poor pupil behaviour increases the risk of the spread of the infection. | M                                 | <ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> </ul>  | L                       | L             | <b>SLT</b>                |   |                    |
|   | M                                 | <ul style="list-style-type: none"> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to</li> </ul>   | L                       | L             | <b>SlT/dc</b>             | <b>Behaviour charter done/new expectations Positive adult behaviour</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 |
|--|-----------------------------------|---|-------------------------|---------------|---|---|--------------------|
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | M<br>m                            | <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>                                | L<br>I                  | L<br>I        | <u>SLT/mh/KL</u><br><u>been in regular contact</u>                          | <u>Ongoing</u><br><br><u>April 2021 – visitors allowed on site where necessary. Offer lateral flow tests. Wear face masks at all times and limit movement</u><br><br><u>Ed Psy and SEN professionals bought in due to EHCP plan reviews</u> |                    |
| Increased number of safeguarding concerns reported after lockdown.         | M<br>I                            | <ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <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> | L<br>L<br>I             | L<br>L<br>L   | <u>KH/MH/DDSL</u><br><u>full capacity of staff</u><br><br><u>Kh/mh/ddsl</u> | <u>Ongoing</u>  |                    |
| Emergency evacuation due to fire etc.                                      | • H<br>M                          | <ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> </ul>   | M<br>L                  | M<br>L        | <u>KH/MH/NC</u><br><u>Plans to add additional</u>                           |   |                    |



| 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"> <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).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>  |                                      |                                      | <u>Nc/slt</u>  |   |                    |
| Contractors, deliveries and visitors increase the risk of infection. | M<br>M<br>M<br>m<br>m<br>m<br>m<br>m | <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> <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</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> </ul> | L<br>L<br>L<br>L<br>L<br>L<br>L<br>L | L<br>L<br>L<br>L<br>L<br>L<br>L<br>L | <u>Limited contractors on site if any</u><br><u>WP/MM to attend</u><br><br><u>As above</u><br><br><u>NC/office staff</u> | <u>Ongoing</u><br><br><u>Contractor visit 5/1/21 with KH roof</u><br><u>Regular contractors</u><br><u>Contractors finish April 2021</u><br><br><br><br><br><br><u>Teams meeting scheduled for further meetings</u><br><u>Jan- June 2021</u> |                    |

| 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 |
|----------------------------------|-----------------------------------|--|-------------------------|---------------|--------------------|-------------------------|--------------------|
|                                  | m<br>m                            | <ul style="list-style-type: none"> <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> | L<br>L                  | L<br>L        |                    |                         |                    |

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

**Capacity and organisation of teaching spaces**

Teacher desks 2m from pupils

Catering for 30 pupils per class, in rows forward facing

**Arrival to and departure from school**

Start and finish times and entrances

It is vitally important that everybody sticks to these times and entrances in order to ensure maximum safety.

Whichever entrance you come into school by, you will leave by the same one.

Please remain 2 metres apart where possible when outside the school gates and coming onto the school site. You can spread out on the playground to avoid congestion.

All parents to wear a mask on the school site. Staff to wear masks in corridors/playground/communal areas/working in EYFS and with medical needs.

Please be aware of the main roads and try not to block the gates so people can enter and exit freely.

All gates will be locked at 9.05pm. If you are late, you will need to go to the main entrance and wait for the office staff to let you in. You will not be let in via another entrance.

If you have children in different year groups that need to be picked up at the same time, pick your youngest child up first.

Only ONE parent must bring their child into school to avoid congestion.

**Staggered starts and Entry/Exit points Main School Gate (onto the playground, by the climbing frame)**

**Year 1 and 6 8.45am – 3.00pm.**

Year 1 are to be brought onto the school site by one parent and drop them off at the coned area outside of Year 1 classrooms. Please leave the site quickly.

Year 6 are to be dropped off at the reception gate to enter where they will be met by their teachers and walked into school.

**Year 2 8.55am – 3.15pm.**

Year 2 are to be brought onto the school site by one parent and dropped off at the coned area outside the Year 2 classrooms.

**Year 5 9.00am – 3.15pm**

Year 5 will be dropped off at the main school gate. They will line up by the climbing frame and outdoor classroom/bandstand. Their teachers will meet them and take them in.

**Side Gate (near bus lane/used for school trips)**

**Year 4 8.45 -3.00 pm**

Year 4 will enter by themselves through the side entrance of the school and go to the MUGA where they will line up and be escorted by their teachers to their classrooms.

**Year 3 9.00 – 3.15pm.** Year 3 will enter by themselves through the side entrance of the school and go straight to the MUGA area where they will line up and be escorted by their teachers to their classrooms.

**Back Car park Entrance (accessible via Owen Street)**

**Due to building work on the EYFS roof this entrance will be no longer used at present.**

**Main School Entrance via Office**

**Inclusion Pupils 9.00am – 3pm.** These pupils will be greeted by their teacher and escorted to the Inclusion Room.

**Nursery Side Gate Entrance (Owen Street)**

**Reception 9.00am – 3.00pm**

**Nursery am 8:30am – 11:30**

**Nursery pm 12.30- 3.30pm**

### **Movement around the school**

One way, designated areas

Hall to be used for Pe and lunchtimes

Allocated bubble space outside of classrooms

Entry and exit areas all signposted

Areas of school to be cordoned off with tape.

All pupils lining up areas outside school to be coned. All groups will be escorted into the premises

Only parents of Reception, Year 1 and 2 on sight

Booked appointments only

Limit access to reception area

### **Classroom allocations**

**All classrooms will be in use.**

### **Timetable arrangements**

**All staff will be staggered into school in intervals to avoid seeing others.**

**All staff will eat in their designated areas and receive staggered breaks and lunches to avoid congregating**

**Staff have been assigned to specific year group bubbles and will stay with them**

**Timetable where possible for return to normal**

### **Role of teaching assistants**

**Small groups or extra support/floater for emergency cover/first aid support/TA support in lessons with designated space**

### **Catering staff**

### **Hot food March 2021**

We will be offering hot food lunches to all of those who are eligible for universal free school meals – Reception, Year 1 and Year 2, plus anybody in Years 3-6 who has free school meals.

All other pupils in the school will be expected to bring a packed lunch to school daily.

Please ensure that all pupils bring in plenty of drinks as we will not be able to provide this for them at present.

### **Cleaning**

**All cleaners plus additional cleaner through the school day to help with additional areas. Designated to PE to help clean equipment**

**All staff to have access to their own sanitisers/cleaning accessories**

### **Toilets**

**Scheduled timetables for regular toilet breaks**

**No More than 2 pupils per set of toilets.**

**All pupils escorted**

**Toilet monitors KS1 toilets**

**KS2 Toilets**

**No queuing in different bubbles**

**Eyfs use their area**

### **Staffroom and offices**

The staff room will hold a maximum of five people throughout the day. Staggered breaks and lunchtimes will make this possible. For PPA, staff should use their school laptops where possible and leave staff room computers for TA's and part time staff. Teachers must remain apart when working together and PPA staff must have priority access to the staffroom.

**All Slt offices required**

**For meeting use own classroom space and try not to mix with others outside your bubble**

## Transport

N/A will tell parents not to use public transport

## Classroom expectations

New additional appendix to behaviour policy/home school agreement and parent rules/expectations

Layout and cleaning regimes explained

Individual pupil RA been completed and shared with staff

## Pupil expectations

Home school agreement sent out to parents outlining expectations

After receiving advice, we would like to remind you that it is our policy, in the event of a child being absent from school for a prolonged period of time and/or where we have requested medical proof, we may contact the Medical Practitioner to verify any documents or information received.

**From December 2020 Self-isolation periods will begin on the day after exposure, a test or the start of symptoms'**

What are the new rules?

*Calculating isolation periods.*

For people who test positive: they should isolate for 10 days from onset of symptoms (if symptomatic) or from test date (if asymptomatic).

However, all four UK countries will now align to apply the same 10-day rule: in all cases **the day after symptom onset or test date is counted as the first full day of self-isolation i.e day 1 and symptom onset or test date is day 0**

*Household contacts* will be able to stop self-isolation after **10 days** from when the index case developed symptoms (or test date if asymptomatic) as long as they are well. [Note: as above, this will be the end of the tenth full day after the day of symptom onset or test]

*Non-household contacts* will be able to stop self-isolation after **10 days** from their most recent contact with the index case, as long as they are well. [Note: as above, this will be the end of the tenth full day after the day of most recent contact]

This is being applied retrospectively. When considering whether contacts can return to school earlier please ensure that they have undertaken 10 full days of self isolation taking into account the day 0 rule did not apply previously in England

## Behaviour Charter sent out to all pupils/parents

Additional information attached in Changes to September information on staff teams area

Letter to parents September 2020 shared

Letters to parents NOV/DEC shared

After school provision started March 26<sup>th</sup> daily for all pupils, year group bubbles per evening

### 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](http://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>