



Coronavirus (COVID-19): Risk Assessment Action Plan for schools from 8th March 2021

for Church Aston Infant School

Assessment conducted by: Jenny Griffiths	Job title: Headteacher	Covered by this assessment: All pupils, staff and visitors
Date of assessment: 03.03.2021	Date of next review: Daily from point of opening	This document was written on 3 rd March 2021 and you must ensure you are completing the newest format

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

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a full comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf
- All actions prior to 03.03.2021 remain in place as noted.

Key:

Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken						
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.						
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>						
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.						
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.						
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign Date Chair of Governors sign Date						
Completion Date:	The date by which required plans for controls will be in place.						
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	High Advice not being followed and/or communicated increases the risk of virus transmission	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and ongoing</u>	

		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	High Advice not being followed and/or communicated increases the risk of virus transmission	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head teacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and ongoing</u>	
Lack of awareness of policies and procedures	High Lack of awareness and/or policies not being followed increases the risk of virus transmission	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ Business Continuity/Resilience All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and ongoing</u>	

		<ul style="list-style-type: none"> ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • A comprehensive and current list of key staff members available each day. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Daily electronic briefing issued to staff. 					
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		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Clinically Extremely vulnerable (CEV) individuals	High Lack of risk assessment increases the risk of virus transmission without measures in place to protect staff.	Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus Staff – Advice for those identified as clinically extremely vulnerable through the defined 3 ways published on 25 th February 2021 HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31 st March. See amended guidance and individual risk assessment for staff that are CEV. Pupils – As from 5 th January 2021 pupils that have been identified as CEV will be reviewed to identify if they are still considered CEV, if they are, they will be asked to shield again and should not attend school. <ul style="list-style-type: none"> • PPE inc. face shields distributed to relevant staff. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing including if medical conditions are diagnosed</u>	
Clinically Vulnerable staff and pupils	High	<ul style="list-style-type: none"> • Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	<p>Lack of risk assessment increases the risk of virus transmission without measures in place to protect staff.</p>	<ul style="list-style-type: none"> • Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced. <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p>				<p><u>including if medical conditions are diagnosed</u></p>	
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		<p>See further guidance in CEV and CV guidance and up dated risk assessment</p> <ul style="list-style-type: none"> • PPE inc. face shields distributed to relevant staff. • All staff and visitors are wearing face masks in communal areas. 																								
Testing of staff and pupils	High	<p>The asymptomatic testing programme in education currently covers all staff at school—see further details in LFT testing in secondary/primary or special schools.</p> <p> </p> <p>Rapid COVID-19 testing</p> <table border="1"> <thead> <tr> <th></th> <th>Where</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>Staff in primary schools</td> <td>At home</td> <td rowspan="5">Twice weekly</td> </tr> <tr> <td>Students in secondary schools and colleges</td> <td>Initial 3 tests at school or college, then at home</td> </tr> <tr> <td>Staff in secondary schools and colleges</td> <td>At home</td> </tr> <tr> <td>Staff in special schools and alternative provision</td> <td>At home</td> </tr> <tr> <td>Staff and students in university</td> <td>At university</td> </tr> <tr> <td>Nursery staff (school-based and maintained)</td> <td>At home</td> <td rowspan="2">Twice weekly from late March</td> </tr> <tr> <td>Nursery staff (private and independent)</td> <td>At home</td> </tr> </tbody> </table>		Where	When	Staff in primary schools	At home	Twice weekly	Students in secondary schools and colleges	Initial 3 tests at school or college, then at home	Staff in secondary schools and colleges	At home	Staff in special schools and alternative provision	At home	Staff and students in university	At university	Nursery staff (school-based and maintained)	At home	Twice weekly from late March	Nursery staff (private and independent)	At home	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>25.01.2021 and ongoing</u>	
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Poor hygiene practice in school - General	High Poor hygiene will risk increased virus transmission.	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.</p> <p>Points to consider and implement:</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>																				

	<p>Poor understanding or adherence to hygiene guidance will risk increased virus transmission.</p>	<ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms and shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • Ensuring that you understand contact time for cleaning chemicals • That any cleaning chemical is appropriate for the task being used for • Undertake a COSHH assessment if using new products • Pupils and staff to wash hands on entry to school • The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. • 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) 					
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		<ul style="list-style-type: none"> • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • School to use the E-Bug material • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. Staff to identify and use an individual cup, plate and utensils. • All utensils are thoroughly cleaned before and after use 					
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		<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day at least three times a day at regular intervals and paper/hand towels are refilled regularly on a daily basis or as necessary. • Update 26.06.2020 - If a fan is used in hot weather it will be only be used where absolutely necessary and will be cleaned before its first use and will become part of the daily cleaning schedule thereafter. The use of fans is low risk and doors and windows will be open to encourage ventilation but the fan can be used to ensure air doesn't stagnate in the staffroom. Staff to wash hands after turning it on or off. • Follow T&W in school guidance <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Hand Hygiene	<p>High</p> <p>Poor hygiene will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene guidance will</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • before and after eating, • when they leave school. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	risk increased virus transmission.	<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • hand sanitiser is only used for adults when handwashing is not feasible and by visitors. Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 					
Poor hygiene practice – specific – school entrance	<p>High</p> <p>Poor hygiene will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene guidance will risk increased</p>	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Clearly marked two metre guidance outside of main school entrance for any visitors to stand behind when door is opened. Parents, visitors and contractors will only be allowed on site in specific circumstances e.g. statutory work, urgent work or meeting. • Areas touched to be wiped down • Discourage parents from entering the school building • Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school entrance area 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	virus transmission	<ul style="list-style-type: none"> Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority Adults collecting or dropping off children from/at school have been asked to wear a face covering. This message was emailed to all parents on 04.11.2020. <p>As a result, staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	<p>High</p> <p>Poor hygiene will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene guidance will risk increased virus transmission.</p>	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Clearly marked two metre guidance outside of office entrances for staff/pupils to stand behind when door is opened. Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area and equipment, including shared equipment, before and after use. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
System of Controls - Prevention	High	<p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.09.2020 and ongoing</u>	

		<p>4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</p> <p>7) Keep occupied spaces well ventilated.</p> <p>In specific circumstances:</p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p>					
System of Control - Responsive	High	<p>Response to any infection</p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advice Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advice Health Protection hub via email of positive staff. Complete online form to assist with contact tracing</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.09.2020 and ongoing</u>	

		<p>https://www.telford.gov.uk/testandtrace</p> <p>12) Contain any outbreak by following local health protection team advice.</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p>				
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	<p>High</p> <p>Poor hygiene will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene guidance will risk increased virus transmission.</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day. Class/Bubble 1 arrive at 9.00am and Class/Bubble 2 arrive at 8.45am. Class/Bubble 1 leave at 3.00pm and Class/Bubble 2 leave at 2.45pm. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. Bubble 1 enter at the Class 1 door and Bubble 2 enter at Class 2 door. Parents are to wait outside the school entrance wherever possible only entering the area at the front of school for specific limited reasons. If entering they must wait until the area is clear before they do and must stay behind the two metre markings outside of each classroom door. Parents have been 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>

		<p>advised that two metre markings will be shown on the school railings and social distancing must be observed at all times when dropping off and picking up.</p> <ul style="list-style-type: none"> • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue as they wait for facilities • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p> <p>Review your staggered start of day times to keep groups apart as they arrive. This should not reduce the teaching time.</p> <p>Communicate to parents/carers;</p> <ul style="list-style-type: none"> • Drop off and collection process • Not to gather at gates • Not to come on site without an appointment 					
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		- Arrangements have been reviewed and maintained. Bubble integrity has been maintained in readiness for wider school return on 08.03.2021.					
Poor hygiene practice – specific – toilet/changing facilities.	High Poor hygiene will risk increased virus transmission. Poor understanding or adherence to hygiene guidance will risk increased virus transmission.	<ul style="list-style-type: none"> • Staff and children to turn away from the toilet when they flush to restrict any airborne virus. • Staff to wear additional PPE when supporting pupils with toileting routines, changing, medication etc – mask, gloves, apron (see PPE guidance for schools) • Staff to follow specific intimate care procedures as outlined in the school Intimate Care policy. • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Restrict numbers of children using the toilets to one at a time with two metre marking outside toilets for any waiting required. • Prop doors open where possible to reduce hand contact surfaces • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
Poor hygiene practice – specific - end of the school day.	High Poor hygiene will risk increased virus transmission.	<ul style="list-style-type: none"> • Pupils wash their hands before leaving school. • Issue information to parents about departure procedures, including safe pick-up 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	<p>Poor understanding or adherence to hygiene guidance will risk increased virus transmission.</p>	<ul style="list-style-type: none"> • Inform pupils and parents of their allocated times for the end of their school day. Class/Bubble 1 leave at 3.00pm and Class/Bubble 2 leave at 2.45pm. • Inform pupils and their parents of the allocated exit points and pick up points. Bubble 1 exit at the Class 1 door and Bubble 2 exit at Class 2 door. Parents are to wait outside the school entrance wherever possible only entering the area at the front of school for specific limited reasons. If entering they must wait until the area is clear before they do and must stay behind the two metre markings outside of each classroom door. Parents have been advised that two metre markings will be shown on the school railings and social distancing must be observed at all times when dropping off and picking up. • 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 • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p> <p>Review your staggered end of day times to keep groups apart as they leave - arrangements have</p>					
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		been reviewed and maintained. Bubble integrity has been maintained in readiness for wider school return on 08.03.2021.					
Use of equipment	High	<p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • Clean it before it is moved between bubbles • Allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • Restricted to one user • Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>03.03.2021 and ongoing</u>	•

		<p>wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> • Lunch boxes • Hats and coats • Books • Stationery 					
Ill health in school.	<p>High</p> <p>Incidences of infection in school would increase the risk of others becoming infected.</p> <p>Lack of appropriate PPE would increase the risk of others becoming infected.</p> <p>Poor understanding of, or lack of, appropriate procedure to</p>	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature ➤ A new continuous dry cough ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms <p>They must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <ul style="list-style-type: none"> • Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good 	Medium	Medium	Jenny Griffiths	01.06.2020 and ongoing	

	<p>manage suspected cases will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene and cleaning guidance will risk increased virus transmission.</p>	<p>reason/ runny nose/ sneezing etc can book a PCR <u>test</u> by selecting the option “ local Authority required me to test”</p> <p>If schools doesn't have its own Rapid testing facility then asymptomatic staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC</p> <ul style="list-style-type: none"> • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools) • All staff are informed of the procedure in school relating to a pupil becoming unwell in school • Update 26.06.2020 – guidance and documentation for a suspected case is available. A flowchart on how to manage suspected cases is on display in the staff room, office and isolation room. • Any pupil who displays signs of being unwell will be isolated by one of the adults from their bubble who will inform the Headteacher. • Any staff member who displays signs of being unwell immediately isolates themselves, advises the Headteacher of their illness and is sent home (See guidance on Dealing with incidents at school) 					
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		<ul style="list-style-type: none"> • The adult who is isolating the child will ensure that any unwell pupils is moved to the Headteachers office, which will be empty, whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • If a pupil needs to use the bathroom, they should use the boys' toilet which will be closed following use so that it can be cleaned before it is used again. • 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. • If contact with a child or young person is necessary, and/or a distance of 2 metres cannot be maintained, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in the Headteachers office where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are identified as out of bounds, 					
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		<p>thoroughly cleaned and disinfected once vacated.</p> <ul style="list-style-type: none"> • Following a suspected case head teachers should follow the guidance in appendix 2 • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Local restrictions tiers and National Lockdown</p> <p>Additional implications</p>	High	<p>As of 5th January 2021 during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.</p> <p>Education settings will remain open in local restriction tiers 1,2, 3 and 4, see more in the <u>Local restriction tiers: what you need to know</u> guidance.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>05.01.2021 and ongoing</u>	

		<p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p> <p>Review PE, sport and physical activity is school/s moved into tier 4</p> <p>Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p> <p>Schools in local restriction tier 3 and 4 areas should not host performances with an audience.</p>					
Personal Protective Equipment	High	Review your provision of PPE.	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>05.01.2021 and ongoing</u>	

		<p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>.</p> <p>PPE arrangements and guidance are in place and well established.</p> <p>PPE provision has been reviewed to ensure stocks are sufficient throughout the school. This is checked regularly.</p>					
Face coverings	High	<p>Ensure where there is a need for face coverings in the school the control is implemented.</p> <p>Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth.</p> <p>There should be a process for when face coverings are worn within school and how they should be removed.</p> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching, this includes removal and putting on 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>05.01.2021 and ongoing</u>	

		<ul style="list-style-type: none"> • Safe storage of them in individual, sealable plastic bags <p>Children in primary school do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>When face coverings become damp, it should not be worn, and the face covering should be replaced carefully</p> <p>Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers</p> <p>See further advice in the Face Coverings guidance</p> <p>Exemptions -Some individuals are exempt from wearing <u>face coverings</u>.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering <p>In primary schools where social distancing is not possible in indoor areas outside of</p>					
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		<p>classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Staff are wearing face masks in shared areas e.g. staff room, toilets, corridors. Face shields are available for all staff, staff have been informed that face masks are available as well</p>					
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		as face shields. If staff choose to wear face masks in the classroom this is allowable.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	<p>High</p> <p>Lack of adherence or understanding of guidance will risk increased virus transmission.</p> <p>Poor understanding or adherence to hygiene and cleaning guidance will risk increased virus transmission.</p>	<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>Things that should be considered include:</p> <ul style="list-style-type: none"> • use of seating plans to ensure that you can identify contacts. Pupils should keep to the allocated seat wherever possible • Mark 2m around the staff member's desk and teaching area. This acts as a good cue to all to remind of the 2m social distance that is needed. • Look at staff room layouts and organise to ensure that 2m social distance can be maintained. • Think about location of shared use equipment such as photocopiers and 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		<p>laminators etc. to ensure that they have 2m social distance around them.</p> <ul style="list-style-type: none"> • Staggered start and finish times to reduce congestion at entrances and school gates • Management of pupils in and out of classrooms and communal areas • Management of any exam situations <p>Children will be kept in Class bubbles for the majority of the day with the start and end of day arrangements outlined above. Staggered playtimes are in place as detailed below. If necessary some specific teaching will take place e.g. Phonics or Maths for short periods of time with children from both bubbles within the school day.</p> <p>Review your bubble sizes and how you manage them throughout the school day. Bubble sizes should be kept as small as possible - Bubbles sizes are kept under review according to the guidance and are smaller during this period of national lockdown.</p>					
Mental Health and Wellbeing for pupils	<p>High</p> <p>A changing school environment will require a process of transition to ensure all children understand</p>	<ul style="list-style-type: none"> • Where year groups are returning to school we would expect leaders and teachers to; <ul style="list-style-type: none"> ➤ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn ➤ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks ➤ identify and plan how best to support the education of high needs 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	and are reassured.	groups, including disadvantaged pupils, and SEND and vulnerable pupils This will apply particularly to children who have not attended school at any point since the end of March.					
A pupil is tested and has a confirmed case of coronavirus.	High Incidences of infection in school would increase the risk of others becoming infected. Poor understanding of, or lack of, appropriate procedure to manage cases will risk increased virus transmission.	In line with government advice: <ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
Insufficient staff to run face-to-face sessions for pupils.	High Sufficient staff will be required at all times to ensure that school is able to open safely.	<ul style="list-style-type: none"> Minimise contact with staff and pupils Maintain social distancing Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	<p>Staff must be clear about their individual position and whether they should be attending school.</p>	<ul style="list-style-type: none"> If we lose a member of staff due to non-coronavirus related illness or other reason we have assessed that this will be manageable for a short period of time but beyond this arrangements will be reassessed for the relevant bubble. <p>Consider how you facilitate non face to face learning – During lockdown children at home have received two sessions of teacher interaction a day and are supported by their parents at home. Resources and tasks are assigned every day, children can submit these via Microsoft Teams so that they can be reviewed by Teachers and feedback given.</p>					
<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p>	<p>High</p> <p>Shared areas of the building and outdoor areas, and equipment, present a greater risk of spread of infection across bubbles.</p>	<ul style="list-style-type: none"> Staggered starts in place for break time and lunchtime One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Each bubble will use a separate door and exit to arrive, leave and access the playground. Update 30.06.2020 - Children to wash their hands before and after using the play tower in the playground. Only six children to be on the equipment at any time. Pupils advised not to play contact games at break time or lunchtime. Each bubble to have own designated set of play equipment which will be cleaned regularly. Any specific equipment that needs to be used across both bubbles must be cleaned after each bubble has used it. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		<ul style="list-style-type: none"> • Lunchtime to be staggered for different year groups with individual lunchtime supervisors attached to each bubble. Each bubble will rotate between eating and playing in separate defined areas. Lunch will be eaten in the classroom and the playground will be split in half. • Pupils to be supervised in washing hands before and after lunch. • Touch terminals/cashless catering is only used by one lunchtime supervisor and is cleaned after use. • Tables to be cleaned prior to use and at the end of session. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection during unstructured time is reduced.</p> <p>Update January 2021 - Review your arrangements for break times and lunch times/things that should be considered include</p> <ul style="list-style-type: none"> • Consider staggered breaks and lunch times • prior to eating lunch • Ventilation of any dining hall or canteen 					
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		<p>Cleaning of dining hall or canteen in between sittings- ensuring that sufficient time is allowed for the cleaning chemical to be effective.</p> <p>Lunchtime arrangements have been reviewed and are working well. Bubbles remain consistent and staggered with relevant hand hygiene, cleaning and ventilation practices in place.</p> <p>Update March 2021 - Keep movement around the school to a minimum. Brief passing in corridors or playground is low risk. Avoid creating busy corridors, entrances and exits by;</p> <ul style="list-style-type: none"> • Staggered start and finish times <p>Staggered break and lunch times</p> <p>- Measures are in place to enable this including staggered times and one way routes.</p>					
Spread of infection in classrooms/shared areas.	High Shared areas of the building and outdoor areas, and equipment, present a greater risk of spread of infection across bubbles.	<ul style="list-style-type: none"> • Bubbles can be up to the size of a class or where possible try to keep the bubbles as small as practicable. • Seat pupils side by side, not face to face or side on. Children will also be asked to face forward when undertaking carpet teaching sessions. • Stagger movement around classroom • Staff to maintain social distancing • Individual equipment such as pens and pencils labelled and allocated for each pupil • Tissues and hand sanitiser to be located in each classroom. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		<ul style="list-style-type: none"> • Bins to be emptied at least twice daily in classrooms. • Allocate items such as books/toys to bubbles, to avoid mix use • Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Ideally, adults should maintain 2 metre distance from each other, and from children. This may not always be possible with younger children or children with complex needs • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups • make small adaptations to the classroom including seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space • avoid large gatherings such as assemblies. Assemblies will be class based. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open. • Where possible, windows to be opened to provide ventilation. • Staff to clean IT equipment (esp keyboards and photocopier) with anti-bacterial wipes before and after each use. 					
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		<ul style="list-style-type: none"> • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use. • Shared teaching resources to be cleaned prior to and after use as necessary. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area. Staff to be reminded to adhere to social distancing at all times. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must put their own cups, plates and utensils in the dishwasher for cleaning. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p> <p>Update January 2021 - Review your bubble sizes and how you manage them throughout the school day - Bubble sizes are kept under review during the period of national lockdown.</p>					
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		<p>Existing processes to ensure bubble integrity is maintained are working well.</p> <p>Ensure where there is a need for face coverings in the school the control is implemented - Staff are wearing face masks in shared areas e.g. staff room, toilets, corridors. Face shields are available for all staff, staff have been informed that face masks are available as well as face shields. If staff choose to wear face masks in the classroom this is allowable.</p> <p>Review any equipment that is frequently used and how it is cleaned after use - arrangements for cleaning equipment and separating equipment between bubbles continue in place. Any shared areas are cleaned between bubble use.</p> <p>Ensure you are applying the 2m social distancing in all areas of the school – this is in place and staff are reminded of this.</p> <p>Review ventilation within the school - Ventilation has been in place for a significant period of time supported by a ventilation risk assessment.</p>					
<p>Ventilation</p> <p>Keeping occupied spaces well ventilated</p>	High	<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>Updated January 2021 - Review ventilation within the school</p> <p>See further information in Ventilation guidance</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>05.01.2021 and ongoing</u>	

		<p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air <p>Review ventilation within the school</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>And</p> <p>CIBSE - CIBSE - Coronavirus COVID 19</p> <p>Provide more information</p> <p>See further information in T&W Ventilation guidance</p> <p>Ventilation has been in place for a significant period of time supported by a ventilation risk</p>					
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		assessment. This is a combination of windows always open to ensure consistent ventilation and regular opening of doors to enable a significant through ventilation. Relevant doors remain open throughout the day.					
Music Lessons	High	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> • Play/sing outdoors where possible • Limit group sizes to no more than 15 • Position pupils back to back or side to side 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and going</u>	
Physical Activities	High	<ul style="list-style-type: none"> • Outdoor sports should be prioritised • Scrupulous attention to cleaning and hygiene <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Newport Sports Partnership <p>Review PE, sport and physical activity if school/s moved into tier 4.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and going</u>	
Breakfast club/After school provisions	High	<ul style="list-style-type: none"> • Breakfast Club, depending on numbers, will operate within bubbles with social distancing. The hall area will be used, with an additional classroom if needed. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>02.09.2020 and going</u>	

		<ul style="list-style-type: none"> • After School Club are predominately outside with only one external provider used. Children from both bubbles will be able to attend and where possible will remain in bubbles in their relevant area of the playground where possible. • No contact sport <p>Updated January 2021 - Review any Wrap around care and extra curriculum activities - can they take place safely? - bubble integrity is maintained during wrap around care.</p> <p>Ensure class bubbles are adhered to during this provision</p> <p>Schools should also read the <u>local restriction tiers guidance</u> to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p> <p>Updated March 2021 - From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <p>We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable</p>					
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		<p>children can attend these settings regardless of circumstance.</p> <p>Review any Wrap around care and extra curriculum activities - can they take place safely?</p> <p>Parents should be advised that they must only use this, where;</p> <ul style="list-style-type: none"> • The provision is being offered as part of the school's educational activities (including catch-up provision) • The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 					
Poor pupil behaviour increases the risk of the spread of the infection.	<p>High</p> <p>Inappropriate behaviour could increase the risk of others becoming infected e.g. via close contact, spitting, crossing bubbles etc.</p>	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • 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 • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. • Follow T&W PPE guidance 	<u>Medium</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		As a result, pupils and staff understand the behaviour policy/individual plans in context.					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Medium	<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity 	<u>Low</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>Low</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
Increased number of safeguarding concerns reported after lockdown.	High Staff to maintain safeguarding practices.	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	
Emergency evacuation due to fire etc.	High Staff to maintain	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. A halfway marker will be placed in the evacuation 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

	<p>established emergency practices.</p> <p>Evacuation practices have been altered to manage measures put in place so will be different.</p>	<p>safety area to ensure bubbles are kept separate. Evacuation routes are separate.</p> <ul style="list-style-type: none"> • Practice fire drill to be completed. • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p> <p>Continue to monitor impact on school.</p>					
<p>Cleaning is not sufficiently comprehensive.</p>	<p>High</p> <p>Lack of adherence or understanding of guidance for hygiene and cleaning will risk increased virus transmission.</p>	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • Allow time for cleaning surfaces in dining hall between groups • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>See further guidance for cleaning in educational settings for advise on general</p>	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		<p>cleaning required in addition to the current advice on <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task - work has already been undertaken to check cleaning products used.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p> <p>Ensure that you have sufficient staff on site to undertake all cleaning identified in this RA.</p>					
Contractors, deliveries and visitors increase the risk of infection.	High Increased number of people in school increases risk of virus transmission.	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors where possible to ensure that there is minimal contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • All contractors/visitors to complete visitor questionnaire on arrival as part of the signing in process. • Contractors and visitors are directed to specific/designated handwashing facilities (staff toilet) • All areas in which contractors work are cleaned in line with government guidance. • Contractors to bring own food, drink and utensils onto site. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>01.06.2020 and ongoing</u>	

		<ul style="list-style-type: none"> • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries. • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised. effective.</p>					
Transport	<p>Low</p> <p>School transport only used for educational visits and this will be reviewed as required.</p>	Follow the transport guidance.	<u>Low</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>01.09.2020 and ongoing</u>	
First Aid Care	High	<ul style="list-style-type: none"> • Ensure appropriate PPE is worn when giving first aid to children and review all controls you previously applied to ensure they are still effective. 	<u>Medium</u>	<u>Medium</u>	<u>Jenny Griffiths</u>	<u>05.01.2021</u>	

Educational Visits	Low No overnight visits take place	<ul style="list-style-type: none"> • Non-overnight domestic educational visits can resume • Pupils to be kept to the school bubbles • Destination should be COVID-secure 	<u>Low</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>01.09.2020 and ongoing</u>	
Environmental and building risks if your school does partially/ completely close	Medium	<p>Thoroughly clean all equipment/areas before reopening. Review any maintenance requirements Test fire alarms and evacuation procedures Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks Playground equipment For further advice check with the BiT team</p>	<u>Low</u>	<u>Low</u>	<u>Jenny Griffiths</u>	<u>05.01.2021 and ongoing</u>	

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

Capacity and organisation of teaching spaces, Staffroom and offices

Children will be in classes which are described as bubbles. The bubbles have been organised as follows:

Bubble 1 – Class 1

Bubble 2 – Class 2

Staff will be allocated to a main bubble.

Staffroom and offices

Staffroom access to be restricted at all times, signage is on entrances. If two members of staff from the same bubble are using the staff room e.g. for a break they must remain two metres apart. Cups and crockery will be assigned to individuals and not shared. Regular cleaning in place, including by staff after use of shared items such as photocopier or water boiler.

School office to be restricted to one member of staff at a time, office size does not allow two metre social distancing and office staff are not within class bubbles so markers will be placed outside main doors to maintain distancing. Regular cleaning in place, including by staff after use e.g. telephone.

Headteachers office to be used as an isolation room as required.

Arrival to and departure from school

End of School Day Start of School Day

Class/Bubble 1 to arrive at school 9:00 am

Class/Bubble 2 to arrive at school 8:45 am

Children will be dropped off at the gate if possible. The teachers will be at the school doors to welcome the children as usual. If a child is particularly apprehensive or a parent needs to give a message to the class teacher they may enter the front of school area but are asked to remain by the 2 metre strip outside the door.

If a parent is within the front area of school other parents needing to enter are asked to allow them time to move out before they enter to ensure there is free access at the gate and the recommended 2 metres social distance is maintained.

Markers along the fence will help maintain the 2 metres social distance whilst parents are waiting to enter the front of school.

Class/Bubble 1 to leave at 3:00 pm

Class/Bubble 2 to leave at 2:45 pm

Staff will open doors, check which parents have arrived and indicate to parents to come into to the front of school area to collect their child.

Parents have been asked to maintain the 2 metres social distance as above, and to keep access around the gate area free and allow others chance to leave the front of school area before entering to collect their child.

After school clubs will be dismissed appropriately in a staggered socially distanced way. Bubble 1 will be dismissed first followed by Bubble 2.

04.11.2020 – adults dropping off or collecting children have been asked to wear a face covering.

Movement around the school

Children will enter and exit school, and the play area, through their individual class doors.

Class/Bubble 1 will access the toilet via the corridor and Class/Bubble 2 will access the toilet via the playground. Class/Bubble 1 children will be accompanied by their Teaching Assistant who will check if the toilet area is occupied, if it is they will wait outside, behind a two metre marker, until the toilet is clear.

Class/Bubble 2 will be accompanied by the Teaching Assistant where possible but individual pupils may go on their own where appropriate. Toilets will be cleaned on a regular basis throughout the day.

During Clubs children will access the toilet area one at a time using the outside door.

Staff will access the staff room and toilet via the route most appropriate to them observing social distancing at all times. If the staff toilet is occupied, or the corridor is not free to use, staff must wait and try again a few minutes later. Two metre markers will be in place outside both staff room doors and only one member of staff from each bubble is allowed in the staff room at any time. If two members of staff from the same bubble are using the staff room e.g. for a break they must remain two metres apart.

As access to the staff toilet, where first aid treatment usually takes place, could be limited all First Aiders will carry a portable emergency first aid kit to enable treatment at any time in an appropriate place e.g. class room or playground etc. Each classroom will have a First Aid kit as normal and an accident book will

be stored securely in each classroom alongside this for normal use. Items of PPE to support relevant First Aid treatment will be kept in each classroom and in the staff toilet, alongside First Aid kits.

Update 20.11.2020 – First Aiders to wear face masks

PPE kits for dealing with suspected cases will be kept in the isolation room.

Classroom allocations

Class 1 – Class/Bubble 1

Class 2 – Class/Bubble 2

Classroom expectations

As guidance suggests it is very difficult to ensure young children socially distance from each other and the effective measures of handwashing and cleaning shared areas and equipment will be maintained as this is most effective in reducing risk.

Handwashing on a regular basis will continue throughout the day including when children enter school, after using the toilet, before eating, after playing outside and before leaving for home. Parents have been asked to support their child with this routine and have been given useful links for Key Stage 1 children - [Horrid hands](#) and [Super sneezes](#).

Teachers will provide opportunities for children to share their thoughts and worries about Coronavirus if staff feel it is necessary or if children raise questions or concerns.

Children will be involved in a range of PE sessions.

PE Class/Bubble 1 Monday

PE Class/Bubble 2 Thursday

Children can wear PE kits on these days.

Pupil expectations

School will give each child a named pencil, glue stick, scissors, whiteboard pen etc.

We will obviously be expecting children to follow our “Good to Be Green” rules as usual as well as respecting the new routines and rules that relate to Coronavirus. We will be using Dojos/team tokens as reward points to motivate the children on an individual basis.

Role of Teaching Assistants

Teaching Assistants will provide cover for the Teacher as required e.g. for PPA or breaks.

Teaching Assistants will support children with regular handwashing whilst continuing to support the Teacher and teaching within the classroom. Under the guidance of the Teacher Teaching Assistants will regularly monitor to ensure guidance is being followed by children e.g. toilets.

Break time plan

Children will have their normal allocation of playtime, they will play with children from their bubble and can use the whole playground for their own breaktime. Playtimes are staggered and children can all use the play equipment as they are all washing their hands before and after.

Both classes are out in the final 15 minutes of lunchtime however they remain separate on different halves of the playground.

Children wash their hands before and after using the play tower in the playground. Only six children to be on the equipment at any time.

Each bubble has separate play equipment however some items can be used by both bubbles e.g. bikes – handles to be sprayed after use.

Hand bell is not to be used, staff to use their own personal whistle.

Staff will also organise outside learning opportunities throughout the day where possible.

Playtimes will be staggered as follows:

Class/Bubble 1 at 10:15 am

Class/Bubble 2 at 10:30 am

Lunchtime plan

Lunches will be provided by school. An appropriate hot menu will be available as well as a choice of sandwiches - cheese, ham, tuna mayo or egg mayo.

Children will eat in their classroom and will have some outside playtime with others from their bubble.

A lunchtime supervisor will be attached to each bubble to support throughout the lunch hour.

When both bubbles are out at the end of lunchtime the playground will be separated.

Class/Bubble 1

Toilet and hand wash 11.50am to 12.00pm

Eat 12.00pm to 12.30pm

Outdoor Play 12.30pm to 13.00pm

Class/Bubble 2

Outdoor Play 12.00pm to 12.30pm

Toilet and hand wash 12.20pm to 12.30pm

Eat 12.30pm to 13.00pm

Catering staff

Catering staff will attend to serve hot dinners following the catering risk assessment.

Cleaning

The Cleaner in Charge has been provided with relevant guidance – ‘**Coronavirus, COVID-19: Guidance on cleaning for Educational Settings**’ from **Telford and Wrekin** and [Covid 19 decontamination in non healthcare settings](#) Government advice.

The Cleaner in Charge will be on school premises during the day to provide extra cleaning sessions. Staff will also have access to appropriate cleaning equipment if needed promptly, or to clean shared items.

Update 26.06.2020 - Before and after eating all surfaces to be used/used that pupils have touched should be cleaned V1 Antiviral Disinfectant.

Update 18.06.2020 - Settings need only refer to [cleaning non-healthcare settings guidance](#) in relation to cleaning following a suspected or confirmed case of coronavirus (COVID-19) and not in relation to regular, routine cleaning as part of an effective hierarchy of controls.

Toilets

The school has one set of boy's toilets, one set of girl's toilets and a staff/disabled toilet. Each bubble will only send one child at a time to the toilet and children will be accompanied by a Teaching Assistant.

Staff and children to turn away from the toilet when they flush to restrict any airborne virus.

From 10.06.2020 - Bubble 1 will access the toilet via the corridor and Bubble 2 will access the toilet via the playground. Bubble 1 children will be accompanied by their Teaching Assistant who will check if the toilet area is occupied, if it is they will wait outside, behind a two metre marker, until the toilet is clear. Bubble 2 will be accompanied by the Teaching Assistant where possible but individual pupils may go on their own where appropriate. Toilets will be cleaned on a regular basis throughout the day.

When children are outside e.g. at lunchtime both bubbles will access toilets from the playground and the adult supervising will check if the toilet area is occupied, if it is they will wait outside, behind a two metre marker, until the toilet is clear. Toilets will be cleaned on a regular basis throughout the day.

Toilets will be unavailable for each bubble when the other bubble are washing their hands e.g. before eating at lunchtime. Children ask before going to the toilet at all times and this will enable staff to check that it is ok for them to go and not within a restricted period, which will be as follows:

Toilet unavailable to Class/Bubble 2 between 11.50am and 12.00pm.

Toilet unavailable to Class/Bubble 1 between 12.20pm and 12.30pm.

During Clubs children will access the toilet area one at a time using the outside door.

Transport

To be reviewed as necessary for educational visits.

- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate