

**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1<sup>st</sup> June 2020**  
**Herefordshire Council**

**St. Mary's Church of England Primary School Fownhope**

Assessment conducted by: Tim Milne (headteacher)	Verified by: Chris Moore (chair of governors) Mark Cooper (health and safety governor)	Covered by this assessment: <b>St. Mary's Primary School Fownhope</b>
Date of assessment: 25/05/2020	Date of next review: 03/06/2020	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups **reception, year 1 and year 6** **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 must be consulted with regard to this risk assessment.
- 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](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <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:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	<b>H</b>	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>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>	<b>M</b>	<b>2 Unlikely</b>	<b>Headteacher</b>	<b>Daily</b>	
Poor communication with parents and other stakeholders	<b>M</b>	<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> </ul>	<b>M</b>	<b>2 Unlikely</b>	<b>Headteacher</b> <b>School business manager</b>	<b>27/05/20</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
		<ul style="list-style-type: none"> <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>					
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</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> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social</li> </ul>	<b>L</b>	<b>2 Unlikely</b>	<b>Senior Leadership Team</b>	<b>27/05/20</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
		<p>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</p> <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 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Daily electronic briefing issued to staff.</li> <li>• Staff and parents are made aware of the NHS ‘track &amp; trace’ process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.</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>					
Poor hygiene practice in school - <b>general</b>	<ul style="list-style-type: none"> <li>• M</li> </ul>	<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> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> </ul>	<b>M</b>	<b>2 Unlikely</b>	<b><u>Senior leadership team to co-ordinate a rota of staff to do this – staff members to take responsibility for the toilets in their group</u></b>	<b>Ongoing</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
		<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</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food. 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 at 2-hourly intervals and paper/hand towels are refilled at 2-hourly intervals.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – <b>specific – school entrance</b>	M	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Office staff to work in school a week at a time on a rota basis so only one staff member in the office at a time</li> <li>• Discourage parents from entering the school building</li> </ul>	<b>L</b>	<b>2 Unlikely</b>	<b>Headteacher/ School business manager</b>	<b>01/06/20</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
		<ul style="list-style-type: none"> <li>Rearrange furniture in reception area to facilitate social distancing.</li> </ul> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – <b>specific – office spaces</b>	L	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<b>L</b>	<b>2 Unlikely</b>			
Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day</b>	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day and their allocated entrance and exit points:- <ul style="list-style-type: none"> <li><b>Group 1:</b> (Pre-School, Violet and Indigo) 8.30 – 2.45 via Violet Class cloakroom into <b>Violet Zone</b></li> <li><b>Group 2</b> (Years 2, 3 and 4 key worker &amp; vulnerable children) 8.45 – 3.00 via Blue Class cloakroom into <b>Blue Zone</b></li> <li><b>Group 3</b> (Year 6) 9.00 – 3.15 via Jubilee Room cloakroom into <b>Red Zone</b></li> </ul> </li> <li>Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>All staff to wash hands on arrival in school</li> </ul>	<b>M</b>	<b>3 Fairly Likely</b>	<b>Headteacher/ SLT</b>	<b>27/05/20</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
		<ul style="list-style-type: none"> <li>• Make it clear to parents and pupils that they cannot congregate at the school gates prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site; children must not leave their allocated zone. Everything they need will be provided within that zone.</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities</p>	<p>M</p>	<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 - see updated intimate care policy.</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><b>M</b></p>	<p><b>3 Fairly Likely</b></p>	<p><b>Headteacher</b></p>	<p><b>01/06/2020</b></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
Poor hygiene practice – <b>specific - end of the school day.</b>	M	<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 and exit points for the end of their school day: <ul style="list-style-type: none"> <li><b>Group 1:</b> 2.45 via Violet Class cloakroom into <b>Violet Zone</b> on Playground</li> <li><b>Group 2</b> 3.00 via Blue Class cloakroom into <b>Blue Zone</b> on playground</li> <li><b>Group 3:</b> 3.15 via Jubilee Room cloakroom into <b>Red Zone</b> on playground</li> </ul> </li> <li>Make it clear to parents and pupils that they cannot congregate at school gates /in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	L	<b>3 Fairly Likely</b>			
Ill health in school.	M	<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> </ul>	M	<b>3 Fairly Likely</b>	<b>Headteacher</b>	<b>Ongoing</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
		<ul style="list-style-type: none"> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the headteacher</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to the headteacher 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) 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> <li>• Unwell pupils who are waiting to go home are supervised in the Snug where they can be at least two metres away from others</li> </ul>					

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>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• Staff and parents are made aware of the NHS 'track &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.</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>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practise social distancing.</p>	<ul style="list-style-type: none"> <li>• M</li> </ul>	<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>• Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable</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. Three zones set up with no child or teacher movement between zones.</li> <li>• Leaders to consider how best to supplement remote education with face-to-face support for pupils. Staff members within teams will cover for each other to allow teachers to educate pupils not in school remotely.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	<p><b>L</b></p>	<p><b><u>2 Unlikely</u></b></p>	<p><b><u>Headteacher</u></b></p>	<p><b><u>01/06/2020</u></b></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
A pupil is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 14 days</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<b>M</b>	<b>2 Unlikely</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Insufficient staff to run face-to-face sessions for pupils.	M	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>M</b>	<b>2 Unlikely</b>	<b>Headteacher (individual staff risk assessments completed 24/05/20)</b>	<b>27/05/20</b>	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for breaktime and lunchtime: <ul style="list-style-type: none"> <li><b>Group 1:</b> morning break 10.00 – 10.20; lunchtime break (field) 12.15 – 12.45</li> <li><b>Group 2:</b> morning break 10.30 – 10.50; lunchtime break (playground) 12.30 – 1.00</li> <li><b>Group 3:</b> morning break 11.00 – 11.20; lunchtime break (field) 1.00 – 1.30</li> </ul> </li> <li>Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited</li> </ul>	<b>M</b>	<b>3 Fairly Likely</b>	<b>Headteacher Teachers/ all staff</b>	<b>Ongoing</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
		<ul style="list-style-type: none"> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>Lunch to be eaten at separate tables within learning zone. No hot food to be served; packed lunches only.</li> <li>Tables to be cleaned between lunch and afternoon lessons by lunchtime cleaners</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored behind the partition in the hall</li> <li>All soft furnishings and items that are hard to clean to be removed and stored in the hall</li> <li>Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15</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> <li>Inform all the pupils that they must use the same equipment every day and leave it in school to reduce the risk of infection</li> <li>Pupils to bring only a lunchbox and drinks bottle to/ from school.</li> </ul>	L	3 Fairly Likely	<u>Headteacher/ individual staff</u>	<u>01/06/2020</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>• Pupils/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use [ a thorough clean will be conducted every lunchtime]</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Adults to stay within their zone when having a break – there is a non-child area in each zone. Adults may eat lunch outside at a 2-metre distance from other staff members and children.</li> <li>• Maximum of 2 adults in staff room at any time. No more than 1 adult in staff toilet at any time; a vacant sign will be used to indicate whether vacant. No more than 1 staff member in office at any time. Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
Poor pupil behaviour increases the risk of the spread of the infection	M	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> </ul>	L	3 Fairly Likely	Headteacher/ teachers	01/06/2020	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported	L	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers – the school bus will not run during this period</li> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>	L	<b>2 Unlikely</b>	<b>Headteacher Teachers/ Pastoral support assistant</b>	<b>01/06/2020</b>	
Vulnerable pupils and pupils with SEND do not receive appropriate support	L	<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>	L	<b>2 Unlikely</b>	<b>Headteacher</b>	<b>27/05/20</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
		As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown	M	<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>	<u>L</u>	<u>2 Unlikely</u>	<u>Headteacher</u>	<u>01/06/20</u>	
Emergency evacuation due to fire etc	L	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained – use zone fire exits and groups to stand at 2 metre intervals on playground away from school building.</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>L</u>	<u>2 Unlikely</u>	<u>Headteacher</u>	<u>01/06/20</u>	
Cleaning is not sufficiently comprehensive.	M	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> </ul>	<u>M</u>	<u>3 Fairly Likely</u>	<u>Headteacher</u>	<u>01/06/20</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>• Whilst pupils are at breaktime/lunchtime, member of staff team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection	L	<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>	<b>L</b>	<b>2 Unlikely</b>	<b>Headteacher/ School business manager</b>	<b>Ongoing</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
		<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>					

### Additional Information

Group	Children	Staff	Classrooms	Toilets	Cleaning
<b>1</b>  Arrive 8.30  Depart 2.45	2 pre-school 4 Reception 4 Year 1  <b>TOTAL 10</b>	2 part-time teachers 1 full-time teacher 1 teaching assistant (First Aider) 1 support assistant (First Aider)  Staff break area - KS1 activity area	<b>VIOLET ZONE</b> Violet classroom (30 sq m) Indigo Classroom (30 sq m)  Entrance/ exit: Reception doors and path to upper playground	Reception toilets	Toilet areas cleaned at 10.15, 12.30 and 2.00  Tables cleaned at 10.10, 12.15 and 2.10  Thorough clean after school daily  Deep clean at weekend
<b>2</b>  Arrive 8.45  Depart 3.00	<b>Vulnerable/ Key Worker Children</b> 3 Year 2 2 Year 3 3 Year 4  <b>TOTAL 8</b>	2 full-time teachers 1 higher level teaching assistant (First Aider) 1 support assistant (First Aider)  Staff break area – KS2 activity area	<b>BLUE ZONE</b> Blue classroom (30 sq m) Green Classroom (30 sq m)  Entrance/ exit: Year 1/ 2 doors	Year 1/ 2 toilets Year 3 toilets KS2 activity area	Toilet areas cleaned at 10.30, 12.30 and 2.00  Tables cleaned at 10.10, 12.45 and 2.00

			onto upper playground		Thorough clean after school daily  Deep clean at weekend
3  Arrive 9.00  Depart 3.15	10 Year 6  <b>TOTAL 10</b>	2 full-time teachers 2 part-time teachers 1 higher level teaching assistant (First Aider)  Staff break area – staff room	<b>RED ZONE</b> Orange classroom (35 sq m)  Entrance/ exit: Jubilee Room doors to side path	Year 5 toilets (1 male/ 1 female)	Toilet areas cleaned at 11.00, 12.30 and 2.00  Tables cleaned at 11.00, 1.10 and 2.10  Thorough clean after school daily  Deep clean at weekend

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>

- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
  - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
  - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
  - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
  - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
  - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
  - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
  - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
  - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
  - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
  - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
  - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
  - A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](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>