

Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)

for Lightmoor Village Primary School

Assessment conducted by: Jane Siddons and Peter Jones	Job title: Headteacher	Covered by this assessment: Lightmoor Village Primary School
Date of assessment: 13.7.20	Date of next review: 31.10.20	This document was written on 13.7.20 the newest format

- 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.
- 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 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.

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. 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.					
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	low	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. 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 <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	low	low	JS/PJ	31.8.20	yes
Poor communication with parents and other stakeholders	low	<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. 	low	low	<u>As above</u>	<u>As above</u>	<u>yes</u>

		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	low	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ 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 https://www.hse.gov.uk/riddor/ ➤ The Health Protection (Notification) Regulations 2010 http://www.legislation.gov.uk/ukxi/2010/659/contents/made ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' https://www.gov.uk/coronavirus/education-and-childcare • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> • 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. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Extremely clinically vulnerable (High risk) individuals	low	<ul style="list-style-type: none"> • Individual risk assessments completed for staff in high risk category exposure to Coronavirus (COVID – 19) GUIDANCE SET TO CHANGE ON 1ST AUGUST 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Clinically Vulnerable staff and pupils	low	<ul style="list-style-type: none"> • Individual risk assessment completed for vulnerable staff and pupils • 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 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Poor hygiene practice in school - General	low	<p>Follow master Risk Assessment: for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> • Pupils and staff to wash hands or use hand sanitiser on entry to school 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> The 'catch it, bin it, kill it' approach continues to be very important, we have enough tissues and bins available in the school to support pupils and staff to follow this routine 					
Hand Hygiene	low	<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. The children and staff will wash hands/use sanitiser</p> <ul style="list-style-type: none"> when they arrive at school, when they return from breaks, when they change rooms before and after eating. the school has enough hand washing and hand sanitiser 'stations' (outside every room and the office and staff room) supervision will be given of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs low will continue to be helped to clean their hands properly. We have built 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 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Poor hygiene practice – specific – school entrance		<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Remove screen signing system, receptionist to have a written log of visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Reduce the amount of people accessing reception area at any one time 					

		<ul style="list-style-type: none"> Rearrange/remove furniture in reception area to facilitate social distancing. Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – general	low	<ul style="list-style-type: none"> Posters are displayed at the entrances 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) Pupils to wash their hands with soap or use hand sanitiser before and after break times and lunchtimes for no less than 20 seconds School to use the E-Bug material https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=e-Bug%20Lesson%20Pack Arrange for School nurse to provide hand wash demonstrations 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, Catch it, Bin it, Kill it To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly • Follow T&W cleaning in school guidance <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – office spaces.	low	<ul style="list-style-type: none"> • administrative staff practice social distancing and work in separate office spaces 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> • Ensure distancing is maintained between desks • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Each individual responsible for wiping down equipment such as printers • 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>					
System of Controls - Prevention	low	<p>1) We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) We will ensure all clean their hands thoroughly more often than usual</p> <p>3) We will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) We will introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and antibacterial sprays.</p> <p>5) We will minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) We will where necessary, wear appropriate personal protective equipment (PPE) when close contact is unavoidable.</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>					
System of Control - Responsive	low	<p>7) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school</p> <p>8) We will manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) We will contain any outbreak by following health protection hub and PHE advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	low	<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- varies for different groups. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> • Pupils to be supervised in accessing hand-washing/sanitising facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • 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>					
Poor hygiene practice – specific – toilet/changing facilities.	low	<ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures- additional policy 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> Any soiled clothes are put into a plastic bag (double bagged) and sent home. Restrict numbers of children using the toilets to ensure 2m social distancing is maintained Provide paper towels instead of blow dryers (less risk of aerosol) 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>					
Poor hygiene practice – specific - end of the school day.	low	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day Inform pupils and their parents of the allocated exit points and pick up points Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	low	<p>We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective.</p> <p>Staff will be informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>If a member of staff or child becomes unwell they will be sent home straight away and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Complete the school notification form and send to HealthProtectionHub@telford.gov.uk</p> <p>If a child is waiting to be collected then they are to be removed from contact with others and placed in a safe area until collection (isolation room – Acorn Room) Face masks</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		and gloves available in each classroom, medical room and isolation room.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	low	<p>We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective.</p> <p>We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle we are applying is reducing the number of contacts between children and staff. This will 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 by age • the layout of our school • The feasibility of keeping distinct groups separate while offering a broad curriculum. 					
Mental Health and Wellbeing for pupils	low	We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective.	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
A pupil is tested and has a confirmed case of coronavirus.	low	<ul style="list-style-type: none"> • We will follow guidance from the Health Protection Hub <p>In line with government advice:</p> <ul style="list-style-type: none"> • The rest of the bubble should be advised to self-isolate for 14 days, along with household. • Suspected case completes 10 days self-isolating and returns to school when symptom free for 48 hours • Headteacher works with HPH team to manage the ongoing situation • HPH assists school with control of outbreak communication of situation as needed. 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	low	<ul style="list-style-type: none"> we will minimise contact with staff and pupils we will maintain social distancing <p>we will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	low	<ul style="list-style-type: none"> Staggered starts to be put 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. Allocated outdoor areas for each year group to be identified for break time and lunchtime Lunchtime/breaks to be staggered for different year groups Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited Pupils to be supervised in washing hands before and after lunch Lunch will be served to the children in their classroom bubbles reduce movement and maintain social distancing – Tables must be cleaned prior to lunch 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 					

		As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	low	<p>We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> • Bubbles will be the size of a class this is as small as practicable. • We will seat pupils side by side, not face to face or side on in years 2-6 • We will stagger movement around classroom • Staff will maintain social distancing • Individual equipment such as pens and pencils will be allocated for each pupil and used as much as possible in Reception and Year One. These items will be cleaned daily. • Reading books sent home are to be cleaned when returned back to school. • Shared equipment such as PE, books, toys, art, science etc will 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 • HLTAs, some teaching assistants and lunch time supervisors will move between certain year groups, they should try and keep their distance from pupils and other staff as much as they can • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in class-sized groups 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> We will 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. This may not always be possible in Year R and 1 but it will be adhered to as much as possible. We will not have large gatherings such as assemblies We will adapt timetables to avoid creating busy corridors 					
Music Lessons	low	<p>We 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. We will</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>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Physical Activities	low	<ul style="list-style-type: none"> Outdoor sports will be prioritised Scrupulous attention will be given to cleaning and hygiene equipment after use. <p>We have used 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 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Breakfast club/After school provisions	low	<ul style="list-style-type: none"> We will keep to school year bubbles on tables, serve to tables, disposable but compostable plates, cutlery. All tables will be cleaned before and after the session We will limit numbers to 20 We will be cautious and seek information about any wraparound providers 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<ul style="list-style-type: none"> • There will be no contact sport 					
Poor pupil behaviour increases the risk of the spread of the infection.	low	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school (policy amended to reflect Covid19 - addendum displayed on website and shared with all staff) • 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>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	low	<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 will offer them access to remote education. Schools will also monitor engagement with this activity 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Vulnerable pupils and pupils with SEND do not receive appropriate support.	low	<ul style="list-style-type: none"> • We have appropriate planning in place to support the mental health of pupils returning to school • We have agreed 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>As above</u>	<u>As above</u>	<u>yes</u>
Increased number of safeguarding	low	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning pupils 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

concerns reported after lockdown.		<ul style="list-style-type: none"> • 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>					
Emergency evacuation due to fire etc.	low	<ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Practice fire drill completed in first week • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Cleaning is not sufficiently comprehensive.	low	<p>We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective.</p> <p>We have Introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products..</p> <ul style="list-style-type: none"> • We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • different groups have been allocated their own toilet blocks, and toilets will need to be cleaned regularly and 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		<p>pupils will be encouraged to clean their hands thoroughly after using the toilet</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p>					
Contractors, deliveries and visitors increase the risk of infection.	low	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school – gain individual risk assessments from company • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • 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. 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Professional Visitors	low	<ul style="list-style-type: none"> All visitors to be checked to ensure that they are essential visitors prior to entry to the school Pre questionnaire completed by professional visitor Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils All professional visitors to wash hands on entry to the school site Professional visitors are directed to specific/designated handwashing facilities All areas in which Professional visitor work are cleaned in line with government guidance Visitors will see individual pupils outside of classroom (hall) Professional visitors to bring own food, drink and utensils onto site. Professional visitors to be responsible for cleaning their own equipment and personal belongings <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Transport		Follow the transport guidance	<u>n/a</u>				
Educational Visits	low	<ul style="list-style-type: none"> No overnight or overseas educational visits Non-overnight domestic educational visits will resume when we feel it is safe. Pupils to be kept to the school bubbles Destination must be COVID-secure 	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

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

Capacity and organisation of teaching spaces, Staffroom and offices

Each class will be in their own room with their own staff. Social distancing will take place as much as possible. Some staff will have to move around some bubbles, we will limit this to the minimum. Children will have their own stationary bag except years R and 1 who will have their equipment cleaned twice a day.

Arrival to and departure from school, Movement around the school, Pupil expectations

We have specific arrival and departure times and play areas and allocate toilets. The dining room is out of use. Lunch will be eaten in classrooms after cleaning tables before and after. Behaviour will be explained to children but our normal behaviour rules apply too. Parents will wait outside the school building.

Classroom allocations, Timetable arrangements, Classroom expectations

One class per room, staggered days and breaks. No children to come out of room for any reason other than toilet breaks.

Class Equipment

Each class bubble will have their own play equipment box for break/lunchtimes, these will be fully cleaned after each session. Any PE equipment used within the bubble will be thoroughly cleaned after the session. Any laptops, iPads or ICT equipment used by the class bubble will be cleaned fully after use.

Role of teaching assistants

Allocated to each bubble. HLTAs and some teaching assistants and senior staff will work in no more than one bubble per day if it is unavoidable.

Break time plan, Lunchtime plan

Separate times, allocate areas, lunch in rooms, allocated LTS with normal bubble staff. Staff room strictly maximum 4 in the room at any one time.

Catering staff

Stay in kitchen, reduced menu as discussed with T and W.

Cleaning

As normal, extra clean of toilets and pinch points such as door handles at lunch time by senior staff.

Toilets

Allocated to bubbles. No more than two children of the same bubble in the toilets at any one time, no mixed bubbles. Hand washing can take place in classrooms.

First Aid/medical

Most first aid will be attended to outside with the class first aid kit by the TA/Teacher/LTS in the classroom or outside. Any more serious issues will be dealt with wearing PPE in the first aid room. All medical procedures for children with personal needs will be dealt with using PPE including diabetic monitoring and injections.

Children who have toileting accidents will change themselves after parents /carers have been contacted to provide clean clothes if required. The school will not supply clothing. Looked after children will have their own risk assessment.

Use of hall

Lettings will not take place unless the school is completely satisfied that all health and safety procedures are in place. The adult toilets will not be used by anyone except school staff. We will liaise with BVT in this regard.

Transport

n/a

- 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