

**Coronavirus (COVID-19): Risk Assessment Action Plan for schools from September 2021**

**COTWALL END PRIMARY SCHOOL**

Assessment conducted by: Kieron Underhill	Job title: School Business and Extended Services Manager	Covered by this assessment: Managing risks to safety and well-being of staff, pupils, and site users for a full re-opening of school on for school year 2021-22
Date of assessment: 25 August 2021	Date of next review: 1 <sup>st</sup> September 2021	

## August 2021 Changing of National Guidelines – Updated Risk Assessment

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>,

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 <b>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.

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The school lapses in following national guidelines and advice, putting everyone at risk	M	<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> <p><i>We are following the COVID-19 Operational Guidance issued by the DfE and implementing the guidance as detailed here, to be shared with staff on INSET 1<sup>st</sup> September. School signs up to the information update services through both DfE and at a local level through Revolution For Schools (Dudley). Any information is cascaded to the relevant person by SLT</i></p>	L	L	<b>Business Manager</b>	<b>Ongoing</b>	<b>Headteacher</b>
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> </ul> <p><i>This is done on an ongoing basis. School has issued expectations</i></p>	L	L	<b>School Business Manager</b>	<b>Ongoing</b>	<b>Headteacher</b>



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		<p><i>for September 2021 to parents already, to be reminded before term starts and also amended if guidance changes.</i></p> <ul style="list-style-type: none"> <li>• Headteacher to share risk assessment with all staff <i>This is to be covered at briefing sessions and on INSET days at start of year, to be reviewed and shared with staff on an ongoing basis. Latest update to be notified at staff briefing and placed on website front page.</i></li> <li>• Parents notified of risk assessment plan and shared with parents via website. <i>To be shared on Website w/c 29 August, updates to be notified –latest update to go on website.</i></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	H	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated <i>updated policies and amendments for Covid-19 requirements from Jun 1<sup>st</sup> 2020 are still relevant. Any changes will be notified to governors and staff when they occur.</i></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> </ul> </li> </ul>	L	L	<b>Headteacher /Business Manager</b>	<b>to monitor for any new policies</b>	<b>Headteacher</b>

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		<ul style="list-style-type: none"> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>- <i>Any relevant amendments are being shared with staff, to be done through briefing going forward</i></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> <li>- COVID-19 Operational Guidance 2021 (DFE)</li> <li>- <i>Staff have been issued with updates – to check whether Dudley Public Health are issuing any updates</i></li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>					

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		<p><i>Staff to be reminded of the infection control policy requirements during June, and on INSET day Sep 1<sup>st</sup>, to be reviewed regularly. Staff reminded through briefing weekly</i></p> <p>Staff are made aware of the school’s infection control procedures in relation to coronavirus via email <i>Staff have been reminded of the infection control policy requirements during the pandemic, and on INSET day Sep 1<sup>st</sup>, to be reviewed regularly going forward –</i></p> <ul style="list-style-type: none"> <li>Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus <i>Reminder letter sent out to parents and carers July 2021; further updates to be sent out w/c 29 August. Regular updates being issued.</i></li> <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 their first day in school. Care should be taken to do this for every pupil</li> </ul>					

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		<p>even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <p><i>This is regularly done by staff in class, middays and leaders. Staff regularly update</i></p> <ul style="list-style-type: none"> <li>Daily electronic briefing issued to staff. <i>Updates are issued to staff on an as and when basis, however weekly briefings are issued via email in the usual manner and discussed if necessary.</i></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>	M	<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) <i>Posters and signage to ensure that awareness continues to be spread. Effort to avoid complacency during March with re-communication of message to parents and children.</i></li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> </ul>	L	L	<b>School Business Manager</b>	<b>UPDATES TO BE DONE ON A ROLLING BASIS</b>	<b>Headteacher</b>

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		<p><i>Guidance says soap and water or sanitiser. All sinks in classrooms furnished with hand soap. Additionally, foot operated hand sanitiser stations are situated in all classrooms, levels constantly monitored.</i></p> <ul style="list-style-type: none"> <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> <p><i>Teachers to incorporate this into their daily activities.</i></p> <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> </ul> <p><i>This continues to be provided, stock levels being replenished as and when – monitoring supply chain for any adverse events.</i></p> <ul style="list-style-type: none"> <li>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance</li> </ul> <p><i>Policy to be circulated again to staff, reminders issued INSET days – to recirculate for March re-opening.</i></p>					



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		<ul style="list-style-type: none"> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas <i>Stock levels constantly monitored and to be maintained at existing high levels in case of supply chain issues in future</i></li> <li>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas <i>Teachers and midday supervisors to monitor- card system being used and rotas.</i></li> <li>Pupils and staff do not share cutlery, cups or food. <i>Staff and pupils to be reminded -</i></li> </ul> <p><i>All staff to continue to have regard for their own cups and utensils and ensure they are placed in the dishwasher, washing hands after use. No staff shall leave dirty cups unattended. Increased signage in break rooms</i></p> <ul style="list-style-type: none"> <li>All utensils are thoroughly cleaned before and after use <i>Staff to ensure that they are following this – part of hygiene training</i></li> <li>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during</li> </ul>					

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		<p>the day <i>duty cleaning to continue</i> and paper/hand towels are refilled regularly <i>stock levels being maintained</i>.</p> <ul style="list-style-type: none"> <li>• <i>Staff are no longer required to wear face coverings in communal areas</i></li> <li>• <i>No bubbles required, so staff can now mix in school across year groups</i></li> <li>• <i>Visitors and contractors are now allowed in to school, however efforts will be made to ensure visitors DO wear masks and are encouraged to work outside school hours.</i></li> <li>• <i>Reminder issued, no tea towels to be used in school, disposable paper towels only. No household cleaners to be used in school, only certified Evans disinfectants.</i></li> <li>• <i>Lettings continuing as normal</i></li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
<p>Poor hygiene practice – specific – school entrance</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors <i>office staff - New screen now provided in office with small transaction aperture.</i></li> <li>• Areas touched to be wiped down <i>Duty cleaning and office staff.</i></li> </ul>	<p>L</p>	<p>L</p>	<p><b>Business Manager / Office Staff</b></p>	<p><b>completed, to monitor situation as this unfolds.</b></p>	<p><b>Headteacher / Business Manager</b></p>

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		<ul style="list-style-type: none"> <li>Rearrange furniture in reception area to facilitate social distancing. <i>Already covered</i></li> <li><i>Staff reminded of the need to ensure visitors are encouraged to wear a face mask to reduce transmission risk.</i></li> </ul> <p>As a result, reception staff are protected.</p>					
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations <i>To be maintained, and levels monitored to ensure adequacy of provision</i></li> <li>Staff to wash hands on arrival at school <i>To continue</i></li> <li>Each individual is responsible for wiping down their own work area before and after use. <i>To continue. 2 telephones now in the office to avoid sharing. If anyone else uses, to wipe down with Dettol wipes in between uses. Sufficient hand gel is available for staff.</i></li> <li><i>To ensure hygiene regarding the electronic signing in system at school – keep screen wiped down and use sanitiser before and after</i></li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	L	L	<b>Business Manager</b>	<b>completed, to monitor going forward</b>	<b>Headteacher</b>
Poor hygiene practice – specific - spread of potential infection at	H	In line with government advice:	M	M	<b>Headteacher / Business Manager</b>	<b>completed, to monitor</b>	<b>Headteacher</b>



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the start of the school day.		<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 <i>This continues.</i></li> <li>• <i>Parents and carers no longer required to socially distance on arrival at school – single start time and end time. Parents to be reminded to respect the personal space of staff.</i></li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. <i>Teachers and staff to continue to monitor</i></li> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. <i>Teachers to enforce by rota and ensure children use hand gel where soap not practicable.</i></li> <li>• hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. <i>Supplied in classrooms, plus 3 per hall. Usage being monitored and levels kept topped up.</i></li> <li>• ensure supervision of hand sanitiser use given risks around ingestion. <i>Staff reminded of the need to supervise usage</i></li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly. <i>Teachers</i></li> </ul>				going forward	

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		<p><i>and TA's to ensure this happens. Pre-school staff and reception staff have individual bottles to ensure children clean hands.</i></p> <ul style="list-style-type: none"> <li>All staff to wash hands on arrival in school <i>staff reminded and to receive further regular reminders.</i></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 <i>not required- if situation changes we will take action</i></li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <i>Stock levels to be monitored and increased in case supply chain problems do occur.</i></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>H</p>	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron <i>each room to continue holding a stock, levels to be monitored. All areas provided with Protect disinfectant spray.</i></li> <li>All changing surfaces to be cleaned before and after each use <i>pre-school to ensure</i></li> <li>Nappies/soiled items to be disposed of in yellow bags – <i>pre-school to ensure double bagging as per Dudley's advice</i></li> </ul>	<p><b>M</b></p>	<p><b>M</b></p>	<p><b>SLT</b></p>	<p><b>Ongoing from September 6th completed, to monitor going forward</b></p>	<p><b>Headteacher</b></p>

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		<ul style="list-style-type: none"> <li>Staff to follow specific intimate care procedures <i>staff aware of PPE need here too</i></li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home. <i>To ensure this is followed – bin bags Another bin has been sourced for first aid room to ensure no touching of bin when using.</i></li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
Poor hygiene practice – <b>specific - end of the school day.</b>	H	<ul style="list-style-type: none"> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <i>To monitor and ensure information cascaded</i></li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<b>M</b>	<b>M</b>	<b>Headteacher/ Business Manager</b>	<b>Ongoing from September 3rd completed, to monitor going forward</b>	<b>HT</b>
Ill health in school.	H	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-</li> </ul>	<b>M</b>	<b>M</b>	<b>Business Manager</b>	<b>completed, to monitor going forward</b>	<b>Headteacher</b>

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		<p>date with national guidance about the signs, symptoms and transmission of coronavirus <i>reminders regularly issued</i></p> <ul style="list-style-type: none"> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell <i>reminders regularly issued</i></li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school <i>reminders regularly issued</i></li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell. <i>reminders regularly issued</i></li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to <i>Isolation areas clearly identified and actions ensured</i></li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to <i>SLT</i> and is sent home <i>if SLT unavailable then staff member sends message through other staff.</i></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 <i>Dudley SOP issued and updated, reminder leaflet to parents Aug 28. Now on Version 11.</i></li> </ul>					



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		<ul style="list-style-type: none"> <li>• If a pupil needs to use the bathroom, they should use the <i>nearest bathroom which will be closed until cleaned after use by duty cleaners.</i></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 <i>provided for all isolation areas, also one per classroom. Face shields provided where danger of spray.</i></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 <i>provided for all isolation areas – also one per classroom</i></li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen <i>staff reminded of procedures on INSET days September, emailed a copy of SOP and given script and list of procedures to follow</i></li> <li>• Unwell pupils who are waiting to go home are supervised in <i>appropriate isolation areas</i> where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and</li> </ul>					

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		<p>disinfected once vacated. <i>Duty cleaner to ensure deep clean with SafeZone Plus or Protect and safe disposal of all equipment in double bags. Business Manager or headteacher to authorise re-opening of isolation area.</i></p> <p><i>Isolation areas which may impact on other tuition, e.g. music – teachers are notified and will be moved out before child enters isolation area. Alternative provision to be found on a case by case basis.</i></p> <p><i>As of January 2021 - Asymptomatic Testing of all staff through Lateral Flow Devices is now in operation, staff are testing twice a week minimum. Any positive tests are followed up with a confirmatory PCR test and acted upon. UNCHANGED</i></p> <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>					

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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>Refer to the school symptom management Standard Operating Procedure (SOP)</li> <li>No longer any need to self isolate for pupils.</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation if necessary and will advise school on appropriate action.</li> <li>In the event of an outbreak in a particular area, measures may need to be stepped up. REFER TO SCHOOL'S OUTBREAK MANAGEMENT PLAN</li> </ul> <p><i>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</i></p>	M	M	Headteacher	Ongoing	HT
Insufficient staff to run face-to- face sessions for pupils.	M	<ul style="list-style-type: none"> <li>All CV staff can resume work</li> <li>All CEV staff can resume work – to update risk assessments for these staff and advise of extra control measures.</li> <li>Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible</li> <li>Self isolation no longer required, PCR testing in case of close contacts.</li> </ul>	M	M	Headteacher	Ongoing from Sept 1st	HT

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		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere <i>teachers aware and are carrying out. Health and safety check to be carried out before returning</i></li> <li>All soft furnishings and items that are hard to clean to be removed <i>done</i></li> <li>Tissues and hand sanitiser to be located in each classroom/learning space <i>in sanitisation corners</i></li> <li>Bins to be emptied at least twice daily in classrooms. <i>Duty cleaner to monitor</i></li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open <i>Duty cleaner to be disinfecting touch points – completing checklists</i></li> <li>Windows to be opened to provide ventilation. <i>Staff to monitor and be reminded</i></li> <li>Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection <i>done- to remind</i></li> </ul>	M	M	<b>Business Manager / Teachers</b>	<b>Sep 1<sup>st</sup> + ongoing completed, to monitor going forward</b>	<b>Headteacher</b>

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		<ul style="list-style-type: none"> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use <i>provided</i></li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use <i>issued to staff with phones</i></li> <li>• Shared teaching resources to be cleaned prior to and after use</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned <i>gloves provided in each room</i></li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time <i>guidance issued to staff on toilet usage.</i></li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc <i>to continue this</i></li> <li>• Staff must wash and dry their own cups, plates and utensils, using <i>disposable towels. Not necessary – use dishwasher</i></li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school <i>being done 1<sup>st</sup> week back</i></li> </ul>	<p>M</p>	<p>L</p>	<p>SLT</p>	<p><b>completed, to monitor going forward</b></p>	<p><b>Headteacher</b></p>

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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>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 <i>behaviour policy amendment is still relevant from March 21</i></li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <i>SENCO to arrange</i></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.	M	<ul style="list-style-type: none"> <li>Specific arrangements for pupil transport have been risk assessed and agreed with local providers <i>No current need</i></li> <li>Leaders and staff should review individual pupils handling plans, including the use of PPE <i>SENCO and Head carrying out</i></li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) <i>SENCO liaising with exterior specialists;</i></li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing <i>SENCO to notify and share</i></li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils <i>SENCO to notify and share with staff</i></li> </ul>	L	L	SENCO	Ongoing from Sep 6th <i>completed, to monitor going forward</i>	Headteacher

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		<ul style="list-style-type: none"> <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. <i>SENCO / Pastoral lead to carry out</i></li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <i>SENCO and Pastoral Lead to arrange with staff and pupils</i></li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	SENCO	Sep 6th <i>completed, to monitor going forward</i>	Headteacher
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 <i>Amendments to Child Protection Policy still relevant</i></li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns <i>being prepared and carried out</i></li> <li>Follow up any referrals made by staff swiftly, <i>System following 1st June reopening to continue</i></li> </ul>	L	M	DSLs	Sep 6th <i>completed, to monitor going forward</i>	Headteacher

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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, safeguarding remains of the highest priority and practice.					
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 <i>cleaners have met with Dudley cleaning and new arrangements fed through – tick lists and signature lists for each section</i></li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures <i>Business manager and caretaker to liaise</i></li> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning <i>duty cleaning rota to be compiled for September</i></li> <li>Whilst pupils are at breaktime/lunchtime, <i>breakfast manager and lunch supervisor</i> 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 <i>sanitiser used before and after using machines</i></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). <i>Cleaners meeting - reminded them.</i></li> </ul>	L	M	<b>Business Manager</b>	<b>completed, to monitor going forward</b>	<b>Headteacher</b>

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		<ul style="list-style-type: none"> <li>As a result, high standards of cleanliness are maintained in school.</li> </ul>					
Contractors, deliveries and visitors increase the risk of infection.	H	<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>	M	M	Business Manager	Sep 1 <sup>st</sup> and ongoing	Headteacher

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		<ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made. <i>Duty cleaner to monitor</i></li> </ul> <p><i>Guidance for schools is to reduce contact with people who wouldn't normally mix with staff and pupils – any visitors to continue to be risk assessed.</i></p> <p><i>Separate Risk Assessment for visitors being issued by Dudley, staff to be appraised of this and office staff to ensure this gets carried out on a case by case basis for visitors to school.</i></p> <p><b><i>No visitors to be arranged without prior risk assessment for Covid from both parties, detailing increased measures to reduce the risk of spread.</i></b></p> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					



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

Classroom allocations – as normal.

Timetable arrangements – SLT cascaded to staff.

Role of teaching assistants – no change from. Reminded of risk assessments for First Aid and Lunchtimes.

Breaktime plan – SLT cascaded to staff.

Lunchtime plan – SLT cascaded to staff.

Catering staff – Risk Assessment for Hot food and servery completed by Dudley catering and kitchen staff.

Cleaning – Duty cleaning regime and tick list for evidence of cleaning by staff.

Toilets – disinfecting and cleaning by duty cleaner more often.

Staffroom and offices – cleaning regime, strengthened by ventilation and facing the other way.



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Transport – no implications, to be addressed on a case by case basis.

Classroom expectations – discussed at staff meeting Sept.

Pupil expectations – discussed at staff meeting Sept.

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>

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

