Telford & Wrekin COUNCIL

Coronavirus (COVID-19): Risk Assessment Action Plan for Opening of Schools from the 6th September 2021 for John Fletcher of Madeley Primary School		
Assessment conducted by: Rhonda Welsh Updated by: Stacey Cross	Job title: Deputy Head Job title: Head Teacher	Covered by this assessment: **COVID 19**
Date of assessment: 29/07/20 Date of review: 04/01/2021; 07/01/2021; 03/03/2021; 05/05/2021; 02/09/2021	Date of next review: 02/10/2021	This document was updated on 02/09/2021and you must ensure you are completing the newest format

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

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment.
- 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.
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 *Stacey Griffiths* Date 02.09.21 Chair of Governors sign *Paul Owens* Date: 06.09.21
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.

Benefits:	Full access to educational provision while maintaining appropriate regard to the most recent guidance to protect the health and well-being of pupils, parents and staff accessing the school site and buildings. This Risk Assessment has taken regard of the most recent government guidance. **Principles: reducing transmission and risks of contracting virus:** • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of settings • minimising contact and mixing **Protective measures:** • cleaning, including supplies of cleaning and handwashing products • PPE for First Aid purposes
John Fletcher of Madeley Risk Rating System used for the purpose of this assessment:	

SEVERITY		**PROBABILITY**	
Example	**Score**	**Outcome**	**Score**
Bruising, minor cuts, mild irritation to skin or eyes	**1**	**Unlikely** (e.g. no previous history)	**1**
Loss of consciousness, burns, broken bones, injury or condition resulting in 3 or more days of absence	**2**	**Possible** (e.g. similar incidents have happened in the past)	**2**
Permanent disability, major notifiable injury or disease	**3**	**Probable** (e.g. same situations have happened in the past)	**3**
Death	**5**	**Highly probable** (e.g. has occurred recently here or in another organisation)	**5**

Probability Score x Severity Score = Risk Rating Total

Risk Rating Total	**Level of Risk**
1-4	Low Risk
5-15	Medium Risk
15-25	High Risk

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	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	To ensure that all relevant guidance is followed and communicated: • 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 to reflect current guidance. • Pupils and parents to be updated via emails, Facebook, Newsletters and updates on the school website as necessary. • Any change in information to be shared with Chair of Governors and consulted with employees. As a result, the school has the most recent information from the Government, and this is distributed throughout the school community.	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Poor communication with parents and other stakeholders	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems, including See Saw • Teachers communicate safety guidance with all pupils – Ebug materials to be used to supplement this – To be revisited week beginning 06.09.21 • Head teacher to share updated risk assessment with staff 06.09.21 • Updated risk assessment shared with parents via website.	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21	Stacey Cross Rhonda Welsh

		Headteacher, Deputy Head teacher and School Business Manager to keep up to date with current guidance and ensure that it is adhered to. Risk assessments / policies update as and when needed in light of this. Staff updated via email – as and when new advice is given. Pupils reminded of hand washing and social distancing frequently by adults – reminders frequently throughout the day. Parents kept up to date via, email, news letter and telephone contact. Dedicated intranet page and advice line for staff and members of the public. Telephone - 382000 coronavirus@telford.gov.uk Ensure that all staff are aware of amended policies in light of Covid 19. (behaviour policy, safeguarding policy, Send and inclusion policy etc) Staff kept updated as guidance changes via email and discussions As a result, all pupils and all staff working with pupils are adhering to current advice.				Updated 2.9.21	
Lack of awareness of policies and procedures	Severity = 5 Probability = 2	• 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:	Severity = 5	Probability = 1 5 x 1 = 5	Head Teacher: Stacey Cross	01/09/20 Checked 13/11/2020	Stacey Cross Rhonda Welsh

	5 x 2 = 10 Medium Risk	➢ 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: ➢ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➢ The Health Protection (Notification) Regulations 2010 ➢ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➢ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • A comprehensive and current list of key staff members available each day • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 2nd September 2021. All are informed that they must tell a member of staff if they begin to		Low Risk	SLT: Sarah Wust Rhonda Welsh	Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	

		feel unwell. **This must be communicated to pupils once again in the week beginning 06.09.2021.** As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Extremely clinically vulnerable (High risk) individuals	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. See amended guidance and individual risk assessment for staff that are CEV	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Clinically Vulnerable staff and pupils	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. While the risk of transmission between young children and adults is likely to be low, adults should	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. See further guidance in CEV and CV guidance					
Poor hygiene practice in school - **General**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Pupils and staff to wash hands and use hand sanitiser on entry to school, as well as, regularly throughout the day including after toilet visits, before and after break times and lunchtimes • The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and lidded bins available in the school to support pupils and staff to follow this routine • E bug Posters to be displayed around school reminding staff, pupils, parents and visitors of the hygiene practice required in school • School to use the E-Bug materials to educate pupils on hand washing and display posters around school • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands.	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		- To ensure all handtowels are thrown into the lidded bin properly. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations around school • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Soap (and hand sanitiser where applicable) and hand washing facilities are available across school • Daily classroom risk assessment checklists are completed (**Appendix 2**) for all classrooms. • Pupils and staff do not share cutlery, cups or food. Staff to use and wash their own cups and utensils • All children who use the toilet (one child at a time) to have hand sanitiser applied upon return to the classroom. • Allocated toilet (Male toilet by Main Reception – by Medical Room) to be used by any child who becomes unwell with COVID 19 symptoms – signage on door to show the toilet is out of use until it has been cleaned after use. Signage will be changed by the First Aider who is supervising the child who has become unwell – Sonia Lee or Gill Crossley • Additional cleaning materials are located in the caretaker's room and cleaners' cupboard. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. Further measures:					

		• Ensuring that you understand contact time for cleaning chemicals • That any cleaning chemical is appropriate for the task being used for Undertake a COSHH assessment if using new products Follow the new updated cleaning guidance for educational settings As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Hand Hygiene	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including: • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. • before leaving school. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Staff to ensure they hand wash as soon as they enter the building. Points to consider and implement: • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them					
Poor hygiene practice – **specific – school entrance**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Screen 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 • Touch points to be wiped down • Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area • Designated Lunchtime Supervisor to clean staff & visitor toilets Follow the new updated cleaning guidance for educational settings As a result, reception staff are protected.	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Poor hygiene practice – **specific – office and PPA spaces.**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Office staff/Head/SLT will all access their own computer that is not in use by persons other than themselves to minimise the risk of transmission. • Ensure distancing is maintained between desks • Tissues/hand sanitiser to be available in office locations • Staff to sanitise prior to entry then 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 photocopiers, telephone, contact	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		book etc. – wipes/sanitiser available at these locations. • Staff to sanitise before borrowing and returning any equipment. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. Follow the new updated cleaning guidance for educational settings As a result, office practice in office spaces limits the risk of the spread of any infection.					
System of Controls - **Prevention**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	**Prevention You must always**: 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 3) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 4) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 5) Keep occupied spaces well ventilated. **See Telford and Wrekin updated Ventilation guidance for Winter.** **See details of actions here:** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

System of Controls - **Responsive**	Severity = 5
	
	Probability = 2
	
	5 x 2 = 10
	
	Medium Risk
		Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)
		
		Staff or children with symptoms
		Anyone with symptoms to leave the school site (use isolation room until collected) and get a PCR test – do not return until negative result
		
		Use of lateral flow tests
		It is advised that staff take 2 lateral flow tests each week. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.
		
		If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.
		
		Close contact with a positive case
		In line with Public Health England advice staff should:
		• Inform the Head if you are contacted by NHS Test & Trace and
		  • advised you are a close contact of someone who has tested positive for Covid.
		  • Follow guidance given. For fully vaccinated adults (14 days plus prior to contact) you will be advised to take a PCR test ASAP as per Public Health Guidance.
			Severity = 5	Probability = 1
				
				5 x 1 = 5
				Low Risk
					Head Teacher: Stacey Cross
					
					SLT: Sarah Wust
					Rhonda Welsh
						01/09/20
						
						Checked 13/11/2020
						
						Further check took place on 4.01.21
						
						Reviewed 3.3.21
						
						Updated 2.9.21
							Stacey Cross
							
							Rhonda Welsh

		• You will be asked to stay away from work or work from home where possible while you await the PCR test results. • If the results come back positive you will need to self-isolate for 10 days from the date of your test. • If your result is negative you will still need to take a lateral flow test prior to coming in to a school each day for the 10 days you would have been due to self-isolate. • As far as is reasonably practicable please continue to practice social distancing, and wear a mask with Clinically Extremely Vulnerable (CEV) individuals when you come in to work.					
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	In line with government advice: • 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 of their school day – 8:45am – 9am drop off– staggered starts to be in place throughout the term • Clear signage at each of the entrances and exits to school. • Pupils to be supervised in accessing handwashing and sanitising facilities on arrival • All staff to wash hands on arrival to school • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• Make parents and pupils aware of government recommendations with regard to transport to and from school. Email to all parents/post on website letter from Local Authority re Transport. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. • T&W guidance to schools: parents/carers to wear face coverings when dropping and collecting children. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice **– specific – toilet/changing facilities.**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Any children who need specific intimate care procedures to be identified and care plan written in conjunction with parent. Appropriate adult to be identified. • 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 See Intimate Care Policy • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Restrict numbers of children using the toilets – only one child from each class at any one time – spots for queuing outside toilets - signage to be displayed outside each toilet in line with this (**Appendix 4**) • Keep classroom doors open where possible to reduce hand contact surfaces and minimise the risk of transmission through touch contact.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – **specific - end of the school day.**	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Issue information to parents about departure procedures, including safe pick-up • Parents now have chosen specific pick up times. Children will remain in class until their allocated pick up time, where the teacher or TA will escort them to their exit. Children to remain in side, and released by the teacher or TA to the parent one by one. • Inform each year group and their parents of the allocated entrance and exit points to school and the order they should collect their children • Make parents and pupils aware of government recommendations with regard to transport. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. • T&W guidance to schools: parents/carers to wear face coverings when dropping and collecting children. As a result, the risk of infection is reduced as pupils and staff leave school.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Ill health in school.	Severity = 5	Staff are informed of the symptoms of possible coronavirus infection, ➢ A high temperature	Severity = 5	Probability = 2	Head Teacher: Stacey Cross	01/09/20 Checked 13/11/2020	Stacey Cross

	Probability = 2 5 x 2 = 10 Medium Risk	➢ A new continuous dry cough ➢ A change to their normal sense of taste or smell (anosmia) ➢ Children may also display gastrointestinal symptoms They must be sent home 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 and should arrange to have a test to see if they have coronavirus (COVID-19). Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option " local Authority required me to test" If schools doesn't have its own Rapid testing facility then **asymptomatic** staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools). • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to Sonia Lee/ Gill Crossley and taken to the Medical Room		5 x 2 = 10 Medium Risk	SLT: Sarah Wust Rhonda Welsh	Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Rhonda Welsh

		• Allocated toilet for unwell children will remain out of use until cleaned – cleaning products accessed via the cleaning cupboard. • Any staff member who displays signs of being unwell immediately refers themselves to Sonia Lee/Gill Crossley and is sent home (See guidance on Dealing with incidents at school) • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the medical area. Chairs to be cleaned after use by the First Aider supervising the child/adult. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the toilet, they should use a separate toilet (Visitors Toilet by Main Office Reception) which will be cleaned after use. Signage on door will show when the toilet is out of use. • Pupils displaying symptoms of coronavirus are not to come in to contact with other pupils and with as few staff as possible. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in The Medical Area where they can be at least two metres away from others.					

		• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • Following a suspected case, head teachers should follow the guidance in **Appendix 1** • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. 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.					
Mental Health and Wellbeing for pupils	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• We will consider pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn – Sharlene Pitchford and Claire Price to provide emotional support for those who are having difficulty with the full return to school, with further support from Mental Health Support Team Practitioner. An action plan for pupils is in place based on well-being surveys of pupils carried out by staff during Autumn 1st half. This action plan is to be reviewed regularly. • Increased commitment towards an enhanced PSHE offer so that children have regular opportunities to discuss their feelings and emotions during circle time • We will assess where pupils are in their learning, and identify what adjustments to their curriculum may be needed over the coming weeks, including during remote learning.	Severity = 5	Probability = 1 5 x 1 = 5 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• We identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils, including during remote learning. • Staff carried out a pupil well-being survey of pupils during the first half of Autumn term. This is to be updated from week beginning 4/1/21. The government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school.					
A pupil is tested and has a confirmed case of coronavirus.	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Insufficient staff to run face-to-face	Severity = 5	• Protocols for staff to inform leaders if they need to self-isolate are clearly in place	Severity = 5	Probability = 1	Head Teacher:	01/09/20	Stacey Cross

sessions for pupils.	Probability = 2 5 x 2 = 10 Medium Risk	• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate, where practically possible • Facilitate non face to face learning via Seesaw as last resort As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.		5 x 1 = 5 Low Risk	Stacey Cross SLT: Sarah Wust Rhonda Welsh	Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Rhonda Welsh
Spread of infection in classrooms/shared areas.	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Children will be bringing their own water bottle from home – water or squash is deemed acceptable – there are to be no fizzy drinks • Meetings with parents can be arranged but where possible, make phone calls or speak to parents outside • External agencies visiting school for the purpose of speaking/working with a child will need to minimise contact with others in school. This applies to Language Class too. • Playground gym equipment will be in use but only one year group a day will be on the Rota to use it – If it is not your day, please do not use it. • EYFS pupils use EYFS toilets only • Year 1 use Year 1 toilets only (THESE ARE NOT TO BE USED BY RECEPTION OR Y2 DURING PLAY TIME) • Year 2 to use the Y2 toilets only • Year 3 and 4 use Y3&4 toilets only • Year 5 and Year 6 Intervention group in Sunflower room to use Y5 toilets only • Year 6 to use the Y6 toilets	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• Only 1 child per classroom to leave the room at any one time. Hand gel to be applied upon their return as well as reminding them to wash their hands after going to the toilet. • Photocopiers – EYFS/KS1 to use P009 (outside HT's Office), Y5 and Y6 to use P010 and Y3 and Y4 to use the P008 – staff are not to congregate around photocopiers and should use the wipes provided to wipe it down after it has been used • Shared equipment between bubbles such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Shared equipment within bubbles must be wiped down after use, e.g. PE mats and equipment, Chromebooks • Tissues and hand sanitiser to be located in each classroom/learning space. • Bins to be emptied daily in classrooms (as per Checklist and in line with T&W Cleaning). • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must use their own equipment provided by school to reduce the risk of infection. • Staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use. • 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. Cleaning items to be disposed of safely.					

		• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. • Two staff areas provided for greater distancing • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority – Telford and Wrekin Cleaning Team will clean the school site daily. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Follow the new updated cleaning guidance As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Ventilation		**Keeping occupied spaces well ventilated**			Head Teacher: Stacey Cross	01/09/20 Checked 13/11/2020	Stacey Cross

Keeping occupied spaces well ventilated		Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: • Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air Review ventilation within the school The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm And CIBSE - CIBSE - Coronavirus COVID 19 Provide more information See further information in T&W Ventilation guidance			SLT: Sarah Wust Rhonda Welsh	Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Rhonda Welsh
Dual Placements (Language Class)	Severity = 5	**During remainder of Spring Term: Full time Language Class provision is in place.**	Severity = 5	Probability = 2	Head Teacher:	01/09/20	Stacey Cross

	Probability = 3 5 x 3 = 15 High Risk	**With regards to joint responsibility for pupils:** • Share schools risk assessments and procedures in place to enable opening during the Covid-19 pandemic. • Inform the home or host school immediately should their pupil become unwell with Covid-19 symptoms during the day. • Inform the home or host school if their pupil has come into contact with another pupil who has then shown symptoms of Covid-19. • Inform the home or host school of the test result, where the pupil has been in contact with a pupil with symptoms and a Covid-19 test is taken. • Inform the home or host school if parents/carers make you aware of any changes in vulnerabilities or home situations. • Inform the home or host school if parents/carers make us aware of any symptoms observed in pupil's siblings. • Inform the home or host school immediately should the staff member become unwell or show symptoms of Covid-19 involved or been in contact with the child / young person. • Inform the home or host school if a staff member in the class bubble has to self-isolate due to a family member showing symptoms/testing positive for Covid-19. • Inform the home or host school of the test result where a staff member has been in contact with a pupil/staff with symptoms and a Covid-19 test is taken. **Transport from Home to Language Class:**		5 x 2 = 10 Medium Risk	Stacey Cross SLT: Sarah Wust Rhonda Welsh	Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Rhonda Welsh

		• Group at the Language Class has a small number of children. • On arrival to Language class staff to supervise the removing of face mask (if worn) which has been worn for the taxi journey. Child's PPE to be disposed of according to school protocols – double bagged and disposed of in a lidded bin. Member of staff to wear gloves while disposing of child's face mask. • Child to following the procedures for doffing PPE according to guidance and wash hands thoroughly. • School risk assessment shared with Language class head teacher.					
Breakfast Clubs/After School Provision	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance. • EYFS – Y2 pupils will be in the North Hall and Y3- 6 in South Hall. Pupils will be served breakfast by staff. Activities will be table based. • Parents have received letter detailing entering Breakfast Club, how it will be run, expectations etc. • Breakfast Club – 7:30am – 8:45am • Pupils will be escorted to class at the end of Breakfast Club. • The kitchen is not to be used for food preparation or storage. • Breakfast club to use their own facilities.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

Poor pupil behaviour increases the risk of the spread of the infection.	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	• Pupils are reminded of the Behaviour Policy on their return to school Ready, Respectful, Safe • 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. • Individual risk assessments are in place for higher risk pupils. • **Absconding -** Watch from safe distance, seek to deescalate and coax back inside, do not chase, wait them out, notify SLT, if they leave site then inform parents and police if a cause for concern (follow normal protocol in behaviour policy) • **Use of MAPA -** Do not use unless the pupil is at immediate risk of harming themselves or someone else, seek to deescalate and provide quiet space for them to calm down • **Refusal -** If a pupil refuses to comply, use tactical strategies to refocus and get them back on task • Should contact be made with a child or a child on other children, the hand washing procedure must be followed As a result, pupils and staff understand the behaviour policy/individual plans in context.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Pupils with complex needs are not adequately prepared for a	Severity = 5 Probability = 3	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.	Severity = 5	Probability = 2 5 x 2 = 10	Head Teacher: Stacey Cross	01/09/20 Checked 13/11/2020	Stacey Cross Rhonda Welsh

return to school or safely supported.	5 x 3 = 15 High Risk	• Plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism / learning difficulties As a result, pupils with complex needs are well supported.		Medium Risk	SLT: Sarah Wust Rhonda Welsh	Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Severity = 3 Probability = 2 3 x 2 = 6 Medium Risk	• Appropriate planning is in place to support the mental health of pupils returning to school – Sharlene Pitchford and Claire Price to provide emotional support to those children who have been identified by teachers ○ Key staff identified to support children with particular difficulties ○ Teachers to be aware that some children will return to school having been exposed to a range of adversity including bereavement and long term anxiety. This may lead to an increase in social, emotional and mental health (SEMH) concerns. Additionally, where children have special educational needs and disabilities (SEND), their provision may have been disrupted during partial school closure and there may be an impact on their behaviour. ○ Children identified who will need additional support and access to services such as Educational Psychologists, social workers, and Mental Health Support Team Practitioner.	Severity = 3	Probability = 1 3 x 1= 3 Low Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		○ Teachers to be aware that for children and young people with SEND, it will be especially important to teach new norms and routines around protective measures and personal hygiene clearly and accessibly. ○ Teachers to plan a curriculum to support children around revising rules, routines, and general well-being. To include shorter, active tasks when appropriate, outdoor education where possible, reminders, modelling, use of calming activities. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. ○ EHCP risk assessments completed and returned to SEND team. ○ Vulnerable children to be added on to risk assessment – focus on behaviour. As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	• Agree safeguarding provision to be put in place to support returning pupils See **John Fletcher of Madeley Addendum: COVID-19 school arrangements for Safeguarding and Child Protection** • 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.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21	Stacey Cross Rhonda Welsh

		As a result, safeguarding remains of the highest priority and practice.				Updated 2.9.21	
Emergency evacuation due to fire etc.	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	• Fire Drill to be implemented on full school reopening for AutumnTerm. • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils regularly As a result, social distancing is maintained in the event of an emergency evacuation.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Cleaning is not sufficiently comprehensive.	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	Follow the new updated cleaning guidance Ensure enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Points to consider and implement: • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • Allow time for cleaning surfaces in dining hall between groups • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	Severity = 5	Probability = 2 5 x 1 = 5 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• Telford and Wrekin Cleaning Team will clean the school site daily. • Additional cleaner has been employed to regularly clean toilets, touch points, shared spaces and tables throughout the day • encourage pupils to wash hands thoroughly after using the toilet See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance. Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task. Review any equipment that is frequently used and how it is cleaned after use .					
Contractors, deliveries and visitors increase the risk of infection.	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	• All contractors/visitors to sanitise/wash hands either on entry to the school site • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site – only essential contractors to access the school site at this time. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • 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.	Severity = 5	Probability = 1 5 x 1 = 5 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Professional Visitors	Severity = 5 Probability = 3 5 x 3 = 15 High Risk	• All professional visitors to sanitise/wash hands on entry to the school site. • All areas in which the Professional visitor works are cleaned in line with government guidance. • Professional visitors to bring own food, drink and utensils onto site. • Professional visitors to be responsible for cleaning their own equipment and personal belongings. As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.	Severity = 5	Probability = 2 5 x 2 = 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Transport	Severity = 5 Probability = 2 5 x 2 = 10 Medium Risk	Follow the transport guidance For Language Class children especially: The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important, wherever it is possible, that: • social distancing should be maximised within vehicles • children either sit with their 'bubble' on school transport, or with the same constant group of children each day • children should clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles is put in place	Severity = 5	Probability = 2 5 x 2= 10 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh

		• organised queuing and boarding is put in place • through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).					
Contingency Plans	Severity = 3 Probability = 2 3 x 2 = 6 Medium Risk	For individuals or groups of self-isolating pupils, remote education plans are in place using See Saw learning platform. These meet the same expectations as those for any pupils who cannot attend school at all due to coronavirus (COVID-19). See the section on remote education support. See Contingency Planning Document in the event of an outbreak within school.	Severity = 5	Probability = 2 5 x 1 = 5 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21 Updated 2.9.21	Stacey Cross Rhonda Welsh
Environmental and building risks if your school does partially/ completely close	Severity = 3 Probability = 2 3 x 2 = 6 Medium Risk	Thoroughly clean all equipment/areas before reopening. Review any maintenance requirements Test fire alarms and evacuation procedures Flush through taps and other equipment with water systems (Consider Legionella risks) to reduce risks Playground equipment For further advice check with the BiT team	Severity = 5	Probability = 2 5 x 1 = 5 Medium Risk	Head Teacher: Stacey Cross SLT: Sarah Wust Rhonda Welsh	01/09/20 Checked 13/11/2020 Further check took place on 4.01.21 Reviewed 3.3.21	Stacey Cross Rhonda Welsh

						Updated 2.9.21	

Appendix 1

- Operational Guidance for Schools: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance
- 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

- 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-premiseswhich-
- 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-educationalsettings-
- 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-riskassessment-
- 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/coronaviruscovid-

- 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-andyoung-
- peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeingduring-
- the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: https://www.gov.uk/guidance/supporting-yourchildrens-
- 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#workingwith-
- parents
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-socialcare/
- 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-costsassociated-
- 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/reducingburdens-
- on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcaresettings/
- 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-premisesduring-
- 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

Appendix 2

Daily Risk Assessment Checklist for Classrooms

Please tick and initial when you have carried out the required check.

Week beginning : Class:	MON	TUES	WEDS	THURS	FRI
START OF DAY CHECKS					
Wipe down computer keyboard/mouse					
Wipe down whiteboard control panel etc					
Open Y6 toilet doors (Year 6 only)					
Hand sanitiser at entry points					
Paper towels by sinks					
Tissue supplies					
Alignment of furniture forward facing					
Cleaning supply basket contents					
Lidded bins in position with bin bags					
At least 2 refuse sacks					
Windows open if appropriate weather conditions					
Doors wedged open- classrooms					
Doors wedged open- corridors					
START OF DAY REMINDERS FOR PUPILS					
Handwashing on entry					
Catch it! Bin it! Kill it!					
Social distancing					
Allocated seat					
Sole use of equipment					
BREAKTIME CLEANING (Gloves to be worn)					
Light switches in classroom					
Door handles in classroom					
Outside door handles					
Toilet door metal panels					
Door handles in corridor					
Bannisters/handrails					
Tables					
LUNCHTIME CLEANING (Gloves to be worn)					
Light switches in classroom					
Door handles in classroom					
Outside door handles					
Toilet door metal panels					
Door handles in corridor					
Bannisters/handrails					
Tables – Before and after lunch					
Empty bin- tie handles- bag into black bin bag outside					
BREAKTIME CLEANING (Gloves to be worn)					
Light switches in classroom					
Door handles in classroom					
Outside door handles					
Toilet door metal panels					
Door handles in corridor					
Bannisters/handrails					
Tables					
END OF DAY					
Wipe down computer keyboard/mouse					
Wipe down whiteboard control panel etc					
Close doors and windows					