



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

Assessment conducted by: S Passey/M Hutton	Job title: headteacher/Deputy Headteacher	Covered by this assessment: <b>September 2020</b>
Date of assessment: September 2020	Date of next review: As updates per guidance. Formal review 28/09/2020 (4 week return)	This document was written September 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the 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/**

<b>Key:</b>	
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 .....S Passey..... Date ...September 2020..... Chair of Governors sign ..... Date .....
Completion Date:	The date by which required plans for controls will be in place - these are constantly reviewed and updated.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/ Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	High	<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, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms. Parents updated by telephone call and/or letter.</li> <li>Any change in information to be shared appropriately and in as timely a manner as possible with Chair of Governors, with employees directly, or through a representative that is either elected by the workforce or appointed by trade union, and passed on to parents by email/letter.</li> <li>Governors to maintain awareness of updated guidance and to act upon guidance/information received.</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>	Low	Low	S Passey/M Hutton	Updated advice to be checked daily. New guidance and advice to be implemented as soon as possible. Changes to be communicated with staff, pupils and parents.	

<p>Poor communication with parents and other stakeholders</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• All staff/pupils made aware of current actions and requirements and reminded frequently using school communication systems. Staff expected to demonstrate these actions and requirements through their work in the school.</li> <li>• Head teacher to share risk assessment with all staff</li> <li>• Parents notified of risk assessment plan and shared with parents via website.</li> <li>• Regular letters, newsletters and website updates to keep parents informed. Contact via office staff if messages need to be given to individual parents.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<p>Low</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Updated advice to be checked daily. New guidance and advice to be implemented as soon as possible. Changes to be communicated with staff, pupils and parents as soon as possible.</p>	
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Lack of awareness of policies and procedures	High	<ul style="list-style-type: none"> <li>• School leaders will ensure all policies that are significantly impacted on by coronavirus controls are updated and all staff will be made aware of their responsibilities in regards to these changes and will actively communicate any changes to pupils. These are including, but not limited to, the following: <ul style="list-style-type: none"> <li>➢ Health and Safety Policy</li> <li>➢ Infection Control Policy</li> <li>➢ First Aid Policy</li> <li>➢ Intimate care policy</li> <li>➢ Behaviour policy</li> <li>➢ Business Continuity/Resilience</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➢ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➢ The Health Protection (Notification) Regulations 2010</li> <li>➢ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➢ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• All staff reminded of infection control procedures and measures specific to COVID-19 situation.</li> <li>• A comprehensive and current list of key staff members available each day</li> <li>• Staff have been made aware of infection control procedures.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/website/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. Appropriate procedures will then be followed according to up to date DFE/PHE guidance.</li> </ul>	Low	Low	S Passey/M Hutton	<p>All relevant policies updated and shared with stakeholders as appropriate prior to reopening. Updated guidance and advice disseminated to staff, pupils and parents as reviewed.</p> <p>H&amp;S advice followed. PHE/DFE guidance followed.</p>	
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		<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 2nd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell</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>					
Extremely clinically vulnerable (High risk) individuals	High	<ul style="list-style-type: none"> <li>Individual risk assessments to be completed for staff in high risk category exposure to Coronavirus (COVID – 19). Appropriate measures put in place to minimise risk.</li> </ul>	Medium	Low	S Passey/M Hutton	All staff in contact with SLT. Ongoing support given.	
Clinically Vulnerable staff and pupils	High	<ul style="list-style-type: none"> <li>Individual risk assessment to be completed for vulnerable staff and pupils</li> <li>protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</li> </ul>	Medium	Low	S Passey/M Hutton	All parents of all children contacted July and measures outlined. All staff contacted prior to September to ensure all procedures known. Ongoing dialogue with staff and parents as guidance and advice is updated.	

<p>Poor hygiene practice in school - <b>General</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Pupils and staff to wash hands on entry to school.</li> <li>• The 'catch it, bin it, kill it' approach continues to be very important, we will ensure we have enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds School using the E-Bug material Teachers to provide hand wash demonstrations Teachers to reiterate key messages in class-time (when directed) to pupils to:</li> </ul> <p>Cover coughs and sneezes with a tissue. To throw all tissues in a bins. To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining areas, classrooms and other key locations for staff, pupils and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</p>	<p>Medium</p>	<p>Medium</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	
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	<p>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</p> <p>Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</p> <p>Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils All utensils are thoroughly cleaned before and after use</p> <p>Cleaners are employed, via Telford and Wrekin, by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day after key usage times e.g. break and lunchtime and paper/hand towels are refilled regularly. Checks to be made on toilets and sink areas throughout the day. Follow T&amp;W cleaning in school guidance</p> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
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Hand Hygiene	High	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including :</p> <ul style="list-style-type: none"> <li>• when they arrive at school,</li> <li>• when they return from breaks,</li> <li>• when they change rooms</li> <li>• before and after eating.</li> </ul> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>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)</p> <ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• School using the E-Bug material</li> <li>• Teachers to provide hand wash demonstrations</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> </ul>	Medium	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.	
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	<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 areas, classrooms and other key locations for staff, pupils and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed, via Telford and Wrekin, by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day after key usage times e.g. break and lunchtime. and paper/hand towels are refilled regularly. Checks to be made on toilets and sink areas throughout the day.</li> <li>• Follow T&amp;W cleaning in school guidance</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
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<p>Poor hygiene practice – <b>specific – school entrance</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Receptionist to have a written log of visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Parents will not enter the main school building during this period of time of school. One at a time entry will be given to parents through the main office area e.g. to collect uniform etc. This has been in place prior to September and parents have been communicated with.</li> <li>• The amount of people accessing reception area at any one time will be limited to one person at a time. Signage will be put in place to advise.</li> <li>• Visitors to school to use intercom system.</li> <li>• All parents have had information regarding current COVID19 school procedures communicated to them prior to September 2020 start.</li> <li>• Furniture has been removed in reception area to facilitate social distancing.</li> <li>• Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, risks to reception staff are minimised.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	
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<p>Poor hygiene practice – <b>specific – office spaces.</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered to support social distancing.</li> <li>• Ensure distancing is maintained between desks</li> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at school</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> <li>• Each individual responsible for wiping down equipment such as printers</li> <li>• Access to office space has been limited to essential staff only.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton Admin staff</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	
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System of Controls - <b>Prevention</b>	High	<p><b>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</b></p> <p><b>2) clean hands thoroughly more often than usual</b></p> <p><b>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b></p> <p><b>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p><b>Numbers 1 to 4 must be in place in all schools, all the time.</b></p> <p><b>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</b></p> <p><b>Number 6 applies in specific circumstances.</b></p>	Medium	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.	
System of Control - <b>Responsive</b>	High	<p>7) Engage with the Health Protection Hub at Telford &amp; Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following health protection hub and PHE advice</p> <p><b>Numbers 7 to 9 must be followed in every case where they are relevant</b></p>	Medium	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.	

<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p>High</p>	<p>In line with government advice which will be reviewed as guidance is updated:</p> <ul style="list-style-type: none"> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</li> <li>• Parents have been issued information about arrival and departure procedures, including safe drop-off and pick-up - this will be under review as processes develop.</li> <li>• Parents informed of allocated times for the beginning and end of their school day.</li> <li>• Parents and children have been informed of the allocated entrance and exit points to school and where they should go on arrival. Clearly designated entrance and exit points are in place. Pupils to go straight to allocated group areas.</li> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in school</li> <li>• Parents and pupils have been informed by letter that they are not to congregate at the front of school prior to the start of the school day. Processes and procedures in place to ensure that children enter school as quickly and safely as possible.</li> <li>• Parents and pupils have been given information regarding movement of children and restrictions on movement around the site. This will be reiterated to pupils on 2nd September 2020.</li> <li>• Sufficient supplies of hand-washing supplies will be provided to accommodate this procedure at the start of the day.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p> <p>Procedures to be reviewed and adapted as we progress through this period.</p>	
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<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• In exceptional circumstances staff to follow specific intimate care procedures.</li> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Soiled items to be disposed of in yellow bags</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Restrict numbers of children using the toilets to ensure 2m social distancing is maintained. Specific classes have designated toilet areas to reduce the numbers of children using them.</li> <li>• Provide paper towels instead of blow dryers (less risk of aerosol)</li> <li>• Prop doors open where possible to reduce hand contact surfaces</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p> <p>Procedures to be reviewed and adapted as we progress through this period.</p>	
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<p>Poor hygiene practice – <b>specific - end of the school day.</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Information to parents about departure procedures, including safe pick-up has been communicated. This will be under review throughout this period of time.</li> <li>• Parents and children have been informed of times for the beginning and end of the school day. These will continue to be reviewed.</li> <li>• Parents and children have been informed of the allocated entrance and exit points to school and where they should go on arrival. Clearly designated entrance and exit points are in place. Pupils to go straight to allocated group areas.</li> <li>• Parents and pupils have been informed not to congregate at the front of school prior to the end of the school day. Process for collecting children is in place and has been communicated with parents. Collection information given to parents prior to reopening.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p> <p>Procedures to be reviewed and adapted as we progress through this period.</p>	
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Ill health in school.	High	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ A change to their normal sense of taste or smell (anosmia)</li> <li>➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub</li> </ul> <p>They must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Complete the school notification form and send to <a href="mailto:HealthProtectionHub@telford.gov.uk">HealthProtectionHub@telford.gov.uk</a></p> <p>All information communicated to parents and additional messages and letters sent.</p>	Medium	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon. All information communicated to parents.	
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		<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 (see PPE guidance for schools)</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• Any pupil who displays signs of being unwell is immediately referred to M Hutton and/or S Passey</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to M Hutton and/or S Passey and is sent home (See guidance on Dealing with incidents at school)</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 will be advised to follow the COVID-19: Guidance for households, including accessing testing.</li> </ul>					
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	<ul style="list-style-type: none"> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom (Upper school disabled toilet) which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Supervising adult to maintain a distance of 2 metres.</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in (Upper school) 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 disinfected once vacated.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
	<ul style="list-style-type: none"> <li>• Following a suspected case guidance in appendix 2 will be followed.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					

<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>High</p>	<p>Children have been organised into class bubbles. The staff within these bubbles are consistent. Children have an allocated place within the classroom and desks are spaced apart as far as is practically possible determined by the size and layout of classrooms.</p> <p>Children have individual writing resources and any shared resources are cleaned at the end of the session. Resources are not shared across bubbles.</p> <p>Specific areas have been set up on the playground to ensure social distancing between bubbles is managed at break times and lunchtimes.</p> <p>Children eat lunch in their classrooms with their TA and class teacher.</p> <p>Staggered end of day procedures are in place to try and reduce the numbers of adults waiting at the end of the day.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p> <p>Procedures to be reviewed and adapted as we progress through this period.</p>	
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	<ul style="list-style-type: none"> <li>• Leaders and teaching staff have created ‘bubbles’ following government guidance. We will keep these bubbles separate and maintain as much distance as is feasibly allowable between individual..</li> <li>• We will work through the hierarchy of measures as set out in government guidance <ul style="list-style-type: none"> <li>➢ Avoiding contact with anyone with symptoms</li> <li>➢ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➢ Regular cleaning of settings</li> <li>➢ Minimising contact and mixing</li> </ul> </li> </ul> <p>We will reduce contact between people as much as possible, and we will reduce transmission risk by ensuring children, young people and staff where possible, only mix in their consistent group.</p> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
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Mental Health and Wellbeing for pupils	High	<ul style="list-style-type: none"> <li>• leaders and teachers have/will; <ul style="list-style-type: none"> <li>➢ Consider their pupils' mental health and wellbeing and will identify any pupil who may need additional support so they are ready to learn</li> <li>➢ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➢ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</li> <li>➢ support pupils in Reception who are new to school in settling into the routines and expectations.</li> </ul> </li> </ul>	Medium	Low	S Passey/M Hutton	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p> <p>Procedures to be reviewed and adapted as we progress through this period.</p>	
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Follow guidance from the Test and Trace team in the Health Protection Hub</li> </ul>	Medium	Medium	S Passey/M Hutton	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	

<p>Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Leaders and teaching staff have created ‘bubbles’ following government guidance. We will keep these bubbles separate and maintain as much distance as is feasibly allowable between individual.</li> <li>• Leaders have a complete list of shielded and vulnerable adults for their school: this will be reviewed as updated guidance is released.</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders have ensured there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>• All teaching staff aware and involved in the development of plans for full return to school of pupils in September 2020.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	
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<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Pupils eat in their allocated groups.</li> <li>• Children to play and eat their lunch in their bubbles separated from other groups.</li> <li>• One-way circulation where possible has been put in place for pupils arriving and leaving spaces.</li> <li>• Allocated outdoor/indoor areas for each group have been identified for break time and lunchtime</li> <li>• Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment used within bubbles only. All equipment cleaned each evening.</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• Specific eating areas identified for each group. These are only used by those pupils and staff in the identified group.</li> <li>• Tables to be cleaned prior to use and at the end of session</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• All pupils receiving a school meal collect their own food, utensils and cutlery and return these when they have finished. All pupils eating in a dedicated area used by their group only.</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>	<p>Medium</p>	<p>Low</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Reviewed as national/ local guidance and advice is reviewed.</p>	
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<p>Spread of infection in classrooms/ shared areas.</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• As much as is feasibly possible with classroom size and layout we have created class bubbles. Staff are consistent within these bubbles.</li> <li>• As much as possible pupils will be sat side by side.</li> <li>• Movement is staggered around the classroom</li> <li>• Staff to maintain social distancing</li> <li>• Individual equipment such as pens and pencils allocated for each pupil</li> <li>• Books/toys and resources and equipment has been allocated to each bubble.</li> <li>• Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours</li> <li>• Ideally, adults should maintain 2 metre distance from each other, and from children. This may not always be possible with younger children or children with complex needs</li> <li>• We are not having large gathering such as assemblies - these will be class based.</li> <li>• We have staggered end of day procedures to avoid busy corridors. Staff have liaised to support in the staggering of children moving around the school.</li> <li>• Staff have allocated toilet areas and staff rooms they can use. Staff responsible for cleaning prior to and after use.</li> </ul>	<p>Medium</p>	<p>Medium</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.</p>	
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|  | <ul style="list-style-type: none"> <li>• All unnecessary items have been removed from classrooms and learning environments and stored elsewhere</li> <li>• All soft furnishings and items that are hard to clean have been removed</li> <li>• Groups to remain together and avoid mixing with other groups.</li> <li>• Pupils to be directed to specific seats in classrooms and to remain in these allocated seats during the day.</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• All pupils given individual stationery. No sharing of equipment is needed. All pupils and staff have their own set. These are kept in individual pupil folders on their table.</li> <li>• Pupils/staff to clean IT equipment with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• No bubbles will be using shared teaching resources.</li> <li>• Adults to remain at a 2m distance from pupils and other staff, at all times, if possible.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times</li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> </ul> |  |  |  |  |  |
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Music Lessons	High	<ul style="list-style-type: none"> <li>• Play/sing outdoors where possible</li> <li>• Limit group sizes to no more than 15</li> <li>• Position pupils back to back or side to side</li> </ul>	Low	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.
Physical Activities	High	<ul style="list-style-type: none"> <li>• Outdoor sports have been prioritised</li> <li>• Scrupulous attention to cleaning and hygiene of equipment is in place. Outdoor sport takes place in bubbles.</li> </ul>	Low	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.
Poor pupil behaviour increases the risk of the spread of the infection.	High	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>• Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Medium	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.

Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to support parents with remote education. We will monitor engagement with this.</li> <li>• Leaders and staff have reviewed individual pupils' handling plans, including the use of PPE (see PPE guidance). We have no children that require individual handling.</li> <li>• Individual plans have been shared, understood and followed consistently by all staff working with pupils</li> <li>• Additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) have been arranged and information shared with parents and pupils prior to pupils returning to school.</li> <li>• Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported</p>	Medium	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	High	<ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>• Parents have been contacted and all information about returning communicated.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	

Increased number of safeguarding concerns reported after lockdown.	High	<ul style="list-style-type: none"> <li>• Safeguarding provision to be put in place to support returning pupils has been agreed</li> <li>• Key staff (DSL) have capacity to deal with any arising concerns</li> <li>• Referrals made by staff will be followed up swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	High	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures have been reviewed so that social distancing can be maintained</li> <li>• Practice fire drill completed in first week</li> <li>• Leaders have communicated procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Medium	Medium	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	

<p>Cleaning is not sufficiently comprehensive.</p>	<p>High</p>	<p>Frequently touched surfaces will be cleaned more often using standard products, such as detergents and bleach.</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> </ul> <ul style="list-style-type: none"> <li>• different groups been allocated their own toilets, these will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet</li> </ul> <ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A nominated member of staff will monitor the standards of cleaning in school and identifies any additional cleaning measures</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</li> <li>• Whilst pupils are at break time/lunchtime, staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Staff to wash hands before using photocopier and again after use. Signs to be displayed next to the photocopier. Hand sanitiser available. Disposable gloves, wipes and sprays will be available for photocopiers/telephones etc.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>Medium</p>	<p>Medium</p>	<p>S Passey/M Hutton</p>	<p>Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.</p>	
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		<ul style="list-style-type: none"><li>• These to be returned to designated cleaning boxes located in designated areas around the school.</li><li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li><li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li></ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
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Contractors, deliveries and visitors increase the risk of infection.	High	<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 hand washing 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> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>	Medium	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	
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Professional Visitors	High	<ul style="list-style-type: none"> <li>• All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Pre questionnaire completed by professional visitor</li> <li>• Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</li> <li>• All professional visitors to wash hands on entry to the school site</li> <li>• Professional visitors are directed to specific/ designated hand washing facilities</li> <li>• All areas in which professional visitor work are cleaned in line with government guidance</li> <li>• Professional visitors to bring own food, drink and utensils onto site.</li> <li>• Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> <p>As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.</p>	Medium	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	
Transport	High	We will follow T&W transport guidance. We do not have a school bus and no children arrive by taxi funded by school or T&W. Parents and children using public transport have shared that they do and appropriate controls in place: face masks.	Low	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.	



Educational Visits	High	<ul style="list-style-type: none"> <li>No overnight educational visits</li> <li>Non-overnight domestic educational visits can resume and will be planned by staff.</li> <li>Pupils to be kept to the school bubbles</li> <li>Destination should be COVID-secure</li> </ul>	Medium	Low	S Passey/M Hutton	Ongoing and throughout this period of time. Advice and guidance to be reviewed and acted upon.
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- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](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](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](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](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)