Thorns Primary School

Assessment conducted by: *Rebecca Jordan*	Job title: *Head Teacher*	Covered by this assessment: **Mitigation of COVID-19 risk factors**
Date of assessment: *w.c. 1st March 2020* **Updated: 25h March 2021 following COVID-19 outbreak and resultant school closure** ==*New or amended measures in response to PHE and Dudley's Health Protection Team advice are highlighted in yellow.*==	Date of next review: *In response to government changes, further PHE advice or as the need arises*	

Blue denotes gaps in LA model for schools to fill; grey are specific additions by school; **green are measures put in place/actions taken for wider school opening June 2020 which will remain in place**

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The purpose of this risk assessment is to support schools in preparing for full school opening to all year groups, **while reducing the risk of coronavirus transmission**. The risk assessment has been amended from the measures put into place for wider school opening from June 2020, which were adapted for September 2020 full opening. The measures take account of both COVID-secure operating and the need to facilitate effective COVID catch-up.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
  Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, https://www.gov.uk/government/latest?departments%5B%5D=department-for-education, including the documents below, issued on the 11 May 2020:
  - Coronavirus (COVID-19): guidance for schools and other educational settings
  - Details on phased wider opening of schools, colleges and nurseries
  - Coronavirus (COVID-19): implementing protective measures in education and childcare settings
  - Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
  - What parents and carers need to know about schools and other education settings during the coronavirus outbreak
  - Opening schools for more children and young people: initial planning framework for schools in England (updated 12 May)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken high medium low
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 SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. 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?

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IN A NUT SHELL: Hands, Face, Space

Wash/sanitise hands regularly
Wear a face mask (except when teaching or in allocated bubble)
Keep a distance of 2m whenever possible – and always between staff in different bubbles
Open windows
Regular lateral flow tests for all (3 x per week: Monday, Wednesday, Friday)
Wipe down surfaces after use
Observe restrictions on room capacity
Notify HT if CV/CEV or if advised to shield
Essential visitors only (with a recent lateral flow test result)
Respectfully remind each other

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at 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 and PHE, and review its risk assessment accordingly • Information on the school website is updated. COVID-19 folder to be added to website (school info, DfE documents etc. added and kept up to date) • Staff COVID-19 added to website (all staff able to log on) • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.			RJ KC and admin team	Ongoing – updates are regular	
Poor communication with parents and other stakeholders		• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Head teacher to share risk assessment with all staff			RJ	Ongoing Key info and guidance on website and	

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		• Parents notified of risk assessment plan and shared with parents via website. • SEE ALSO ACTIONS ABOVE As a result, all pupils and all staff working with pupils are adhering to current advice.				emailed out to parents	
Lack of awareness of policies and procedures		• 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: 　- Health and Safety Policy 　- Infection Control Policy 　- First Aid Policy 　- Intimate care policy 　- Behaviour policy 　- Staff absence reporting procedures • New policies and documents are produced to reflect the changing times: 　- Home Learning Policy 　- Recovery Curriculum 　- Home-School Agreement First Aid Policy			RJ and SLT (KC for H&S with FT Site; KP child-led policies	Ongoing updates in response to any changes	

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		• 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 have received the necessary training that helps minimise the spread of infection, e.g. infection control training • Staff are made aware of the school's infection control procedures in relation to coronavirus using staff section of the school website (ensure all have log-ins) • 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			RJ KC RJ KC – order signs All staff	Parents' info out by email and on website	

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		• COVID-19 folders for staff and parents on the school website • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff. All are informed that they must tell a member of staff if they begin to feel unwell • Class teachers/TAs speak to pupils daily – reminders • Signage clearly displayed • Regular WhatsApp to 'Staff Updates' and 'Lunchtime Staff' groups with any updates as required As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - **general**		• Posters remain 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) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue,			KC All adults All adults	Already completed Ongoing Ongoing	

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		- To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. - Provide tissues for every table • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food without cutlery, cups etc. first having been in the dishwasher • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day at the end of each day and			KC RJ FT (All adults check throughout day) All adults RJ – All staff FT Cleaning staff	Ongoing	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		paper/hand towels are refilled regularly every morning (and checked throughout the day) • Dishwasher to go on at the end of each day (high temp) • Staff must not make drinks for each other (teachers/TAs to cover each other when on duty to make a drink/toilet break) • Area must be wiped down after each use • Hot drinks consumed in class rooms must be in insulated, lidded cups and kept out of children's reach • Staff may keep hot water flasks in classrooms but these should be stored high up in cupboards where children cannot access • Max. capacity of 6 in the staffroom to be observed at all times. • NO QUEUING FOR THE WATER BOILER: only one person in the kitchen area of the staff room at any one time. • Staff room seating to be reduced to ensure maximum capacity is not exceeded • Senior Staff to use their office to make drinks etc. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					

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Poor hygiene practice – **specific – school entrance**		• Clear signage in place regarding social distancing, with reminders to keep at least 1m apart whenever possible, and 2m where practical. • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors (on order) • Areas touched to be wiped down • Discourage parents from entering the school building unless absolutely necessary • Rearrange furniture in reception area re. social distancing. • Order signage, barriers, tape, cleaning products etc. As a result, reception staff are protected.			KC/FT	Already completed	
Poor hygiene practice – **specific – office spaces**		• Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. As a result, office practice in office spaces limits the risk of the spread of any infection.			KC All adults All adults	Already in place Ongoing	
Poor hygiene practice – **specific - spread of potential infection at the start of the school day**		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			RJ – info booklet	Parents' info out by email and on website	

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		• Inform each year group and their parents of their allocated times for the beginning and end of their school day Start and finish times to be staggered • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival Details in Parents' Information • Pupils to be sprayed with hand sanitiser upon arrival • Staff to sanitise hands immediately upon arrival before entering key pad code and signing in • Staff to wear face covering from the car park into school when passing through entrance area • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day Parents' Info • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport Parents' Info • Issue information to pupils in relation to restrictions on their movement around the site			All staff All staff All staff Daily reminders FT		

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		• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific – toilet/changing facilities		• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • 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 IC Policy • Any soiled clothes are put into a plastic bag (double bagged) and sent home. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.			KC, FT KP/DT update policy	Procedures already in place (staff info. June 2020)	
Poor hygiene practice – specific - end of the school day		• Issue information to parents about departure procedures, including safe pick-up Parents' Info • Inform pupils and parents of their allocated times for the end of their school day Parents' Info			RJ – info booklet All staff to ensure	Parents' info out by email and on website	

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		• Inform pupils and their parents of the allocated exit points and pick up points Parents' Info • 'One way', 'Entrance' and 'Exit' signs • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. Parents' Info • Pavement and fencing along Thorns Road to be marked with social distancing markers. • Make parents and pupils aware of government recommendations with regard to transport. As a result, the risk of infection is reduced as pupils and staff leave school.			guidance is followed		
Ill health in school		• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, lack of taste/smell, and more recently identified symptoms such as sore throat, headache, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. PCR test to be booked immediately. • 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. Face masks and full face visors			RJ – Staff information booklet June 2020 KC – PPE orders and allocation FT – hand-wash etc.	Staff info issued June 2020 – updates to reflect any changes ongoing	

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		purchased and available in every classroom in case of dealing with a child who spits (not currently an issue) - All staff are informed of the procedure in school relating a pupil becoming unwell in school - All staff advised of the procedure in school if a member of staff becomes unwell. - Ensure all staff absences are appropriately recorded. - Any pupil who displays signs of being unwell is immediately referred to school office who will contact parents - Pupils with symptoms to wait in outdoor area or corridor leading to KS2 playground (staff in PPE; door open; child collected from playground door to avoid walking through school) - Any staff member who displays signs of being unwell immediately refers themselves to Head Teacher or SLT and is sent home. - Where the named person is unavailable, staff ensure that any unwell pupils are moved to an outdoor space (or KS2 non-fiction library/corridor area in bad weather) whilst they wait for their parent to collect them. Windows should be opened and staff member should wear PPE, including face shield/visor if at risk from spitting, persistent coughing,					

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		vomiting. 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 bathroom, they should use a separate bathroom Care Room which will be cleaned after use (by accompanying staff member – wearing PPE) • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained and full visor if possibility of spitting or where there is persistent coughing or vomiting. • 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. If there is a risk of splashing, eye protection should also be worn. Visors are available. • 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 an outdoor space (or KS2 non-fiction library/corridor area in bad weather) where they can be at least two metres away from others					

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		• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated, taping off in the meantime. • PPE distributed to all classrooms and to key areas (main stocks kept in First Aid and Care Room) • Areas where a possible positive case has been must be cleaned with appropriate cleaning fluid (see Dudley's cleaning SOP) 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.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.		• Leaders to identify and communicate clearly to parents the times they are to attend Parents' Info • Classrooms arranged so that pupils can remain 1 metre apart where practicable • Children to face the front of the class • Timetable reviewed and refreshed and programme communicated to teachers and staff – regular reviews • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms			RJ	Parents' info out by email and on website w.c. 13/7/20	

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		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.					
Available space and restricted corridor/room size reduces staff ability to social distance		• Corridor and room markings • Signs on doors showing max. number allowed in that space • Staff should wear face coverings in communal areas			RJ	Already in place	
Parents with blue badges arriving at the main school entrance		• Blue badge holders will need to obtain school parking permits from the school office – text to go out to notify • Parents to arrive on time to drop-off and pick-up – no waiting in the foyer area: collect from main door			KC/admin	1/9/2020	
A pupil is tested and has a confirmed case of coronavirus.		In line with government advice: • Close contacts identified and notified immediately – self-isolation required for 10 days • The Head teacher will contact PHE for the most up-to-date advice. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. • Parents made aware of procedures			RJ	Ongoing	

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		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Pupil movement between lessons, at break time and lunchtime increases the risk of infection		• Staggered starts to be put in place for starting school break times, lunchtimes and home time • Each KS2 classroom has its own access door to outside should they need to avoid the KS2 corridor housing non-fiction library • Lunchtime to be staggered for different year groups see daily time tables • Ball games and shared outdoor equipment allowed but should be cleaned between being used by different groups. • Pupils to be sent to wash hands before and after lunch • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Lunchtime staff to wear visors in the dinner hall to enable them to assist the pupils with cutting up food, opening packets etc. As a result, the risk of infection during unstructured time is reduced.			RJ and KP	Already in place	

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Spread of infection in classrooms/ shared areas		• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere – however learning resources required for full and effective delivery of the curriculum will be allowed (with appropriate cleaning if they are shared between classes). This includes EYFS where an increased amount of resources will be available. • Many soft furnishings and items that are hard to clean to be removed – except for those required for effective delivery of the curriculum e.g. puppets, Jigsaw soft toys for PSHE • From Y3 upwards, all children will face the front of the class (desks in rows). EYFS and KS1 need to be able to work in groups at times to support their learning • 2m exclusion zone in each class for visiting staff e.g. HT • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. However, children moving to a different group for the purposes of learning is permitted. • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms.			KC to ensure all equipment (hand gel etc.) is provided FT to oversee cleaning and hygiene	Classrooms to be ready for 1/9/2020	

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		• Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open where possible (outside doors will not be open when it is very cold or wet) • Where possible, windows to be opened to provide ventilation. • Children will be provided with their own individual stationery packs • Pupils/staff to clean IT equipment (esp 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 • Shared teaching resources to be cleaned prior to and after use by a different class. • 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 • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time Maximum of 6 adults in the staff room. Only member of staff to use the toilets (sign on door). Staff to be reminded to adhere to social distancing as far as possible.					

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		• 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. Dishwasher sterilises. As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.		• Pupils are reminded of the behaviour policy on their return to school • 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. As a result, pupils and staff understand the behaviour policy/individual plans in context.			KP – add appendix to Behaviour Policy KP DT	KP revisit and revise policy by 1/9/20 – share at INSET	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.		• Leaders and staff should review individual pupils' handling plans, including the use of PPE • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)			KP and DT	Ongoing review and response	

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		• 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 (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. • Due consideration should be given to children's social and emotional needs in returning to school after a long period of absence. • PSHE resources in place • If their needs dictate, children should be assisted with hand-washing As a result, pupils with complex needs are well supported.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.		• Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. • Rachel Marks to be consulted if required re. PIMIS • KP co-ordinate PSHE curriculum for the return • DT to review provision for SEND in school • Consult with LSS regarding support with their return to school, as required			KP and DT	1/9/2020	

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		• Assessments should be carried out ASAP in September As a result, pupils with SEND and those concerned about returning to school are well supported.					
Poor pupil behaviour increases the risk of the spread of the infection.		• Pupils are reminded of the behaviour policy on their return to school · • 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. As a result, pupils and staff understand the behaviour policy/individual plans in context.			KP Class teachers All adults	1/9/2020 – revised policies Ongoing	
Increased number of safeguarding concerns reported after lockdown.		• Agree safeguarding provision to be put in place to support returning pupils • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns. New FSW starts September. • Follow up any referrals made by staff swiftly, while maintaining social distancing. • DSLs to meet weekly and monitor vulnerable children			KP DSLs Staff to follow policiies		

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		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.		• Lockdown, fire and emergency evacuation procedures to be returned to usual policies (distance between classes to be maintained when assembling, if possible) • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils upon return to school • Add appendix to existing policies – make clear that safety in a fire or genuine lockdown situation takes precedent over social distancing • Review meeting points etc. for during this time • Carry out a fire drill early March 2021 • Carry out lockdown drill March 2021 As a result, safety is maintained in the event of an emergency evacuation.			RJ FT		
Cleaning is not sufficiently comprehensive.		• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening			FT Cleaning staff	Ongoing	

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		• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Whilst pupils are at breaktime/lunchtime, one member of classroom staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Surfaces to be kept as clear as possible for ease of cleaning • Disposable gloves/wipes/sprays are next to photocopiers/printers etc. • 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). • See Cleaning and Hygiene of Site document from June 2020 As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and		• Essential visitors only (this may include regular, appropriately registered volunteers who are part of Covid recovery)			KC and office staff	Ongoing	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
visitors increase the risk of infection.		<mark>Visitors to be asked when they last had a lateral flow test, and the result. If more than two days they will need to test before entering school make sure they know this in advance)</mark> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site (hand sanitiser available) • Contractors and visitors are directed to specific/designated hand-washing facilities • All areas in which contractors work are cleaned in line with government guidance • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building					

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		• Surfaces to be cleaned after any deliveries have been made. • All visitors are to wear face coverings when in school (masks will be provided by the School Office if they don't have their own) As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Coughs, sneezes etc. may enable the spread of Covid-19		• Face masks, not visors (can visor as well, if desired) are required in all communal areas or when working with small groups of children or doing 1:1 work (including in class) • KC to ensure we have adequate face coverings available As a result, staff will not inadvertently spread Covid particles in the air (children should not be fazed by masks now that they are worn in shops etc.).			RJ KC	March 2021	
Track and trace will be difficult to manage		• Each classroom will have a signing in sheet so that any visiting member of staff or external visitor can be traced in the event of a confirmed case • Classrooms will have visitor exclusion zones marked so that in the event HT pops in etc. a distance of 2m is maintained • Distance will be maintained with all visitors					

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, we will know which adults have been in contact with any given class bubble.					
Staff moving from class to class (e.g. TAs delivering support e.g. phonics or COVID recovery; PPA cover; L&M cover)		• Staff members must wear face mask when working with children 1:1 or in small groups • PPA cover will keep their distance as much as possible and avoid unnecessary close contact (although this will not negate the need for whole-class self-isolation in the event they test positive (as a precaution) but should reduce the spread of infection • PPA cover will lateral flow test 3 x per week As a result, we will know that adults who have crossed bubbles have minimised their contact with the children.					
Children from different classes will potentially mix at lunchtime due to there not being enough staff to safely stagger lunch breaks (with the additional requirements of new EHCPs since January 2021)		• See Lunchtime Policy and Procedures for details • Hall spilt – one way system and door ways • Both playgrounds and field in use (weather permitting) • Y3/4 and 5/6 will have daily sitting for lunch and outdoor play (opposite) but some crossover may occur (and in the event of a positive Y3-6 case, all KS2 children will have to self-isolate. As a result, safe levels of supervision are maintained at all times; children with EHCPs get their required support; TAs do not have to have their lunch breaks during lesson time					

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Capacity and organisation of teaching spaces

All classrooms can now accommodate all of the registered children. From Y1 upwards, the children should sit side by side on forward-facing desks. If it is in the best interests of learning, children can move to different seats within the classroom and to a separate groups for focused learning such as phonics. All staff will be issued with a face mask (and visor) to wear when working with individuals or small groups at close proximity.

Arrival to and departure from school

Times for drop-off and pick-up will be staggered: Reception and KS1 – 8.30am drop-off, 3.00pm pick-up; KS2 - 8.45am drop-off, 3.15pm pick-up
KS1 Parents to leave children at their classroom doors; KS2 children to walk from KS1 playground to their classrooms unaccompanied by a parents.
A clearly signposted one-way system, with one entrance and one exit, will be in place.

Movement around the school

Movement around school by pupils restricted to essential movement only.
Essential visitors to school only. Visitors moving around school must wear face coverings and have had a recent negative lateral flow test.

Classroom allocations

Children to use their usual classrooms, but groups may use other available spaces if required to meet their learning/pastoral needs e.g. library, with appropriate cleaning before/after use

Timetable arrangements

Phase leaders to put timetables in place for their phases, based on their allocated arrival, break times, lunchtimes and departure times.

Role of teaching assistants

KP will revise allocation of TA hours to reflect the COVID catch-up plan and to ensure that the children with ECHPs/SEND get the support they require. Wherever possible, TAs will work within one phase; this may not always be possible, and due regard to social distancing and other COVID-secure procedures should be given at all times.
Our Catch-up funding spending plan identifies our need for additional TA support. In the first instance this will be bought in from a supply agency.

Break time plan

Both playgrounds and the field (weather permitting) will be used to keep classes separate where possible and so that children can spread out. KS1 and KS2 will use their own playgrounds only.

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Vulnerable staff

Any member of staff who considers themselves clinically vulnerable/extremely vulnerable (CV/CEV), receives a government shielding letter, is pregnant, has a diagnosed medical condition (including a recent diagnosis since appointment) or lives with someone to whom this applies, needs to speak to RJ and a specific risk assessment may be required.

Lunchtime plan

Due to concerns over supervision, and because of SEND/EHCP needs and the need for TAs so provide in-class support for COVID catch-up, we can no longer stagger our lunch breaks as we were in autumn term. However, KS1 and KS2 will be kept separate, and the hall will be spilt, with a one-way system in place. Y3/4 and 5/6 will have set times in the hall and then outside to minimise any contact. Lunchtime supervisors will wear face shields when with the children in the hall. SEE SEPARATE REVISED LUNCHTIME POLICIES AND PROCEDURES (KC)

Catering staff

Dudley Catering to decide what staffing will be required

Cleaning

See Cleaning and Hygiene of Site document

All adults in classes are responsible for regularly wiping down surfaces and equipment as it used. PPE is supplied and gloves should be worn. School will be cleaned daily. In the event of positive case in school, affected areas will be subject to a more through clean, in liaison with Carol Hill (Are Cleaning Manager).

Toilets

Toilets will be cleaned daily. Children cannot be expected to socially distance in the toilets but unnecessary loitering in the toilets will be actively discouraged.

Staff toilets – one person only (sign on door)

Staffroom and offices

School office: Admin staff and SLT only – observe social distancing

Staff signing in book to be moved back into office

Max 6 persons in staffroom (sign on door) – staff to stagger when they eat (or eat in their classrooms/offices)

Head Teacher's Office – max 4

SBM's Office – max 1 at a time

Meeting Room – max 2 (signs on all doors)

Senior Staff Office – max 6 at a time

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Classroom expectations

See relevant documents

Face coverings do not need to be worn. Adults should wear a face mask when working with small groups. Adults (or children) may choose to wear a face covering if they wish.

An area at the front of the classroom will be allocated for the teacher to teach from to reduce the amount of time they spend within 2m of the children. A visitors' exclusion zone and signing in sheet for each class will still be in use for anyone who is not the usual teacher/TA.

Pupil expectations

See relevant documents and Behaviour Policy COVID-19 appendix

Useful links:

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

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

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