

**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020**

**Sledmere Primary School**

<p>Assessment conducted by: D Fance</p>	<p>Job title: Head of School</p>	<p>Covered by this assessment: Re-opening of school in September 2020 and continued opening</p>
<p>Date of assessment: 27<sup>th</sup> August 2020</p>	<p>Date of next review: January 2021</p>	<p>Updated: 3<sup>rd</sup> September, 10<sup>th</sup> September, 17<sup>th</sup> September, 7<sup>th</sup> October, 21<sup>st</sup> October, 14<sup>th</sup> December. 4<sup>th</sup> January 2021</p>
<p>Reviewed by: SM / WP (21/10) DF(14/12) DF (4/1/2021)</p>		



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

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, 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 \(updated 12 May \)](#)

<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.



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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 <b>before pupils return to the setting</b> . Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, Local Authority SOP (v5 29.9.20) and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	DF/PB	Ongoing	
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul>	M	M	DF/PB	2 <sup>nd</sup> September	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Should parents want to speak to a teacher, they can phone school and request a call back.</li> <li>All parent and carer meetings to take place remotely via phone or email</li> <li>In the rare scenario where a parent/carer is required to meet with a senior member of staff in school, they must wear a face mask at all times</li> <li>Parents and carers to only have one member of each household dropping off and/or collecting children – via Newsletter, text and email</li> <li>Parents and carers must wear face masks (where possible) on site and ensure they adhere to social distancing</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> </ul> </li> </ul>	L	L	DF/PB/SLT	1 <sup>st</sup> September 2020 – Staff  2 <sup>nd</sup> September 2020 – Pupils	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>- Staff absence reporting procedures</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>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not</li> </ul>				Updated 24 <sup>th</sup> September and communicated with staff by DF	



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		<p>attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</p> <ul style="list-style-type: none"> <li>Weekly electronic briefing issued to staff (every Friday)</li> <li>All meetings with staff are to be under strict Covid safe practices (2m distancing, ventilated area, face masks if appropriate, no more than 15 minutes). Where this is not possible, then these meetings should take place remotely using either Teams, Zoom or Google Classrooms</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>				Every Friday by JH	
Poor hygiene practice in school - general	H	<ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</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>	M	L	DF/PB/SLT	1 <sup>st</sup> September 2020	

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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 hall, 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, PHE and LA SOP 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.</li> <li>Staff to ensure their cups and utensils are properly washed</li> <li>All utensils are thoroughly cleaned before and after use</li> <li>Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day in line with current guidance and paper/hand towels are refilled regularly</li> <li>All staff to wear face coverings when moving around school and outside of their classroom bases</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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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
Poor hygiene practice – specific – school entrance	H	<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>• Areas touched to be wiped down – as part of additional cleaning measures</li> <li>• Discourage parents from entering the school building</li> <li>• Rearrange furniture in reception area to facilitate social distancing.</li> <li>• Monitoring of signing-in processes identifies stagger start times for staff are currently sufficient.</li> </ul>	M	M	DF/PB/SLT	1 <sup>st</sup> September 2020	
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> <li>• Masks to be worn upon entering the office</li> <li>• Limited number of staff in the office at one time - a maximum of 4/5 including the 3 staff</li> <li>• No sharing of the office phones</li> <li>• Staff to utilise the photocopier in the staff room more than the office copier, if it is available. Wipe down with antibacterial wipes once they have finished.</li> <li>• Children's mobile phones to be left with the teacher rather than being brought into the office, limiting the flow of traffic in and out of the office at the beginning and end of the school day</li> </ul>	L	L	DF/PB/SLT	1 <sup>st</sup> September 2020	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>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> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p><b>H</b></p>	<p>In line with government advice:</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>As per LA SOP guidance information has been issued to parents regarding wearing of face masks on site and about arrival and departure procedures, including safe drop-off and pick-up</li> <li><b>Encourage parents and carers to only have one member of each household dropping off and/or collecting children – via Newsletter, text and email</b></li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day – <b>please refer to website and Welcome Letters</b></li> <li>Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival – <b>as detailed in Welcome letters</b></li> <li>Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>	<p><b>M</b></p>	<p><b>M</b></p>	<p><b>DF/PB/SLT</b></p>	<p><b>1<sup>st</sup> September 2020</b></p> <p><b>SOP Guidance dated 18.9.20</b></p>	

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		<ul style="list-style-type: none"> <li>• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• Hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• Ensure supervision of hand sanitiser use given risks around ingestion.</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to wash hands on arrival in school</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					

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Risk Description/A rea of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likeliho od <>	Responsi ble person	Planned completio n Date	Line Manag er Check
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	H	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home</li> <li>• <b>EYFS – Toilets cleaned mid-morning</b></li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	M	M	DF/PB/SLT	1 <sup>st</sup> September 2020	
Poor hygiene practice – <b>specific - end of the school day.</b>	L	<ul style="list-style-type: none"> <li>• Issue information to parents about departure procedures, including safe pick-up – updated LA SOP guidance re: masks</li> <li>• Inform pupils and parents of their allocated times for the end of their school day – <b>available on school website</b></li> <li>• Inform pupils and their parents of the allocated exit points and pick up points – <b>available on school website</b></li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> </ul>	M	M	DF/PB/SLT	1 <sup>st</sup> September 2020	

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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <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</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any pupil who displays signs of being unwell is immediately referred to DF/JH/PB</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to DF/JH/PB and is sent home</li> </ul>	<b>M</b>	<b>M</b>	<b>DF/PB/SLT</b>	<b>1<sup>st</sup> September 2020</b>	

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Risk Description/A rea of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• If a pupil needs to use the bathroom, they should use a separate bathroom 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. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>• 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</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 the first aid room where they can be at least two metres away from others.</li> <li>• Head of School office identified as additional space if required.</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>				New procedures introduced 1 <sup>st</sup> September	

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		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>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing – <b>cross-bubble working</b></p> <p><b>We moved from Year Group Bubbles to Class Bubbles from 14.9.2020</b></p>	<b>H</b>	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils the times they are to attend school.</li> <li>• Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes.</li> <li>• Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow</li> <li>• Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• <b>EYFS – where these arrangements are not possible staff are encouraged to wear medical grade PPE such as a face mask, visor, gloves and an apron</b></li> <li>• Children will sit at the same place in the classroom for all subjects and will have their own equipment which is not shared with any of their peers.</li> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> </ul>	<b>M</b>	<b>M</b>	<b>DF/PB/SLT</b>	<b>1<sup>st</sup> September 2020</b>	

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<p><b>Cardiff and Belfast (Reception) are one bubble from 5.1.2021</b></p>		<ul style="list-style-type: none"> <li>Where staff are required to work in other bubbles, this will be kept to an absolute minimum</li> <li>Staff in the above situation will be expected to wear medical grade PPE such as a face mask, visor, gloves and an apron</li> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> <li>Marking in books – this should be undertaken after 48 hours of children not handling the books.</li> </ul> <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>					
<p>A pupil is tested and has a confirmed case of coronavirus.</p>	<b>H</b>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the class/group should be advised to self-isolate for 10 days. Do not take any action regarding notifying bubbles until you have contacted by PHE via DfE Coronavirus helpline. Refer to the most recent LA Standard Operating Procedure (SOP)</li> <li>The Deputy Headteacher and/or Head of School will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul>	<b>L</b>	<b>L</b>	<b>DF/PB/SLT</b>	<b>1<sup>st</sup> September 2020</b>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check																
		<ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable (CEV) pupils should not attend school</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <p><b>Document Control</b></p> <p><b>Version Control</b></p> <table border="1" data-bbox="421 730 1435 1174"> <thead> <tr> <th>Version</th> <th>Version Date</th> <th>Author</th> <th>Reason for Change</th> </tr> </thead> <tbody> <tr> <td>5.0</td> <td>25/09/2020</td> <td>JE/SO</td> <td>Updated – School Parent Information Sheet updated 25.09.20 Added – Guidance on other illnesses</td> </tr> <tr> <td>6.0</td> <td>3/11/2020</td> <td>JE/SO</td> <td>Updated – Positive case reporting Removed - Symptomatic reporting Added – Template letter for parents when positive case identified Updated – Appendix 2 (risk assessment)</td> </tr> <tr> <td>7.0</td> <td>13/11/2020</td> <td>JE</td> <td>Removed – Covid school return link for positive case reporting</td> </tr> </tbody> </table>	Version	Version Date	Author	Reason for Change	5.0	25/09/2020	JE/SO	Updated – School Parent Information Sheet updated 25.09.20 Added – Guidance on other illnesses	6.0	3/11/2020	JE/SO	Updated – Positive case reporting Removed - Symptomatic reporting Added – Template letter for parents when positive case identified Updated – Appendix 2 (risk assessment)	7.0	13/11/2020	JE	Removed – Covid school return link for positive case reporting					
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					Added – Appendix 3 for positive case reporting via email														
		<p><b>Authorship</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Department</th> <th>Contact Details</th> </tr> </thead> <tbody> <tr> <td>Jill Edwards</td> <td>Public Health</td> <td>Jill.edwards@dudley.gov.uk</td> </tr> <tr> <td>Sarah Owens</td> <td>Public Health</td> <td>Sarah.owens@dudley.gov.uk</td> </tr> </tbody> </table> <p><b>Review</b></p> <p>This Standard Operating Procedure will be reviewed monthly, or more frequently if new guidance became available, or upon request by a stakeholder involved in the effective operation of this SOP.</p>				Name	Department	Contact Details	Jill Edwards	Public Health	Jill.edwards@dudley.gov.uk	Sarah Owens	Public Health	Sarah.owens@dudley.gov.uk					
Name	Department	Contact Details																	
Jill Edwards	Public Health	Jill.edwards@dudley.gov.uk																	
Sarah Owens	Public Health	Sarah.owens@dudley.gov.uk																	
Insufficient staff to run face-to-sessions for pupils.	M	<ul style="list-style-type: none"> <li>Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school</li> <li>Clinically Extremely Vulnerable (CEV) staff should work from home where they can and not attend school</li> </ul>				M	L	DF/PB/SLT	1 <sup>st</sup> September 2020										

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		<ul style="list-style-type: none"> <li>• Staff that receive official NHS letters/emails notifying them they should shield, should not attend school</li> <li>• Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for breaktime and lunchtime</li> <li>• One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> <li>• Allocated outdoor areas for each class to be identified for breaktime and lunchtime</li> <li>• Lunchtime to be staggered for different year groups- please refer to school timetable</li> <li>• Pupils advised not to play contact games at breaktime or lunchtime.</li> <li>• Each class bubble is allocated play equipment</li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• Screen provided to protect food in canteen when pupils collect food</li> </ul>	L	L	DF/PB/SLT	1 <sup>st</sup> September 2020	

September 2020

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
<p>We moved from Year Group Bubbles to Class Bubbles from 14.9.2020</p> <p>Cardiff and Belfast (Reception) are one bubble from 5.1.2021</p>	M	<ul style="list-style-type: none"> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Pupils in Y1-6 eat in class bubbles according to internal timetable.</li> <li>Reception pupils eat in hall space.</li> <li>Cleaning in hall is undertaken by lunch supervisors, TAs and caretaking staff (2m distancing advised)</li> <li>Cleaning in classrooms is undertaken by lunch supervisors (this is impacted upon by the staggered nature of lunch; classes may be cleaned prior to children eating lunch not after)</li> <li>EYFS – Chains have been purchased to keep Reception children in separate areas at lunchtime</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>	L	L	DF/PB/SLT	1 <sup>st</sup> September 2020	
Spread of infection in classrooms/sharred areas.	M	<ul style="list-style-type: none"> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean to be removed</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - <b>Follow new guidance re class sizes for primary and secondary</b></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> </ul>	L	L	DF/PB/SLT	1 <sup>st</sup> September 2020	

September 2020

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open where possible</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Inform pupils, where appropriate, that they may bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) 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>• Shared teaching resources to be cleaned prior to and after use</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</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> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> <li>• Staff working with children on a 1-1 basis within 1 metre for extended periods (more than 15 minutes) will be expected to wear PPE – medical grade face mask, visor, gloves and apron</li> </ul>					



September 2020

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, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.	H	<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> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	M	M	DF/PB/SLT	1 <sup>st</sup> September 2020	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> <li>Leaders and staff should review individual pupils handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul>	L	L	JH/DF/PB/SLT	1 <sup>st</sup> September 2020	

September 2020

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, pupils with complex needs are well supported.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	<b>M</b>	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school through an on-site Well-being Lead and the school SENDCo.</li> <li>Parents of EHCP pupils will be consulted regarding Annual Review paperwork over the phone where possible.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<b>L</b>	<b>L</b>	JH/DF/PB/S LT	1 <sup>st</sup> September 2020	
Increased number of safeguarding concerns reported after lockdown.	<b>M</b>	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	<b>M</b>	<b>M</b>	DSLs/DDSLs  Strategic Well-being Lead  JH/DF/PB/S LT	1 <sup>st</sup> September 2020	



September 2020

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
Emergency evacuation due to fire etc.	L	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>• Leaders to communicate 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>	L	L	JH/DF/PB/S LT	1 <sup>st</sup> September 2020	
Cleaning is not sufficiently comprehensive	H	<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 monitors 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 lunchtime, cleaners/dinner ladies to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc</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> </ul>	M	L	JH/DF/PB/S LT  Caretakers and Strategic Estates Manager	1 <sup>st</sup> September 2020	

September 2020

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Staff in classrooms to use provided cleaning wipes during the school day to clean surfaces and items handled by children</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	<b>M</b>	<ul style="list-style-type: none"> <li>No visitors or contractors allowed except for essential purposes</li> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul>	<b>L</b>	<b>L</b>	<b>JH/DF/PB/SLT Caretakers and Strategic Estates Manager</b>	<b>1<sup>st</sup> September 2020</b>	



September 2020

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
<p>People of Chinese, Indian, Pakistani, Other Asian, Black Caribbean and Other Black ethnicity had between 10 and 50% higher risk of death when compared to White British.</p>	<p>Medium – 2</p>	<ul style="list-style-type: none"> <li>School to recognise the higher level of ethnic population in the community, including staff.</li> <li>The school operates a ‘Class Bubble first and then Year Group Bubble approach. In the interests of educational outcomes year groups may use small group or sets across their year group bubble but must remain predominantly in class bubbles wherever possible. Any groups operating across classes must be approved by the Headteacher in advance to limit interactions.</li> <li>All visitors to school to be limited to essential visits only, adhering to social distancing at all times and wearing masks where appropriate.</li> <li>Additional cleaning measures in place.</li> <li>Hand sanitisers available.</li> <li>Communication with parents to be over the phone wherever possible.</li> <li>Start and finish times staggered to limit number of parents present on site at one time which limits interactions between parents of different bubbles.</li> <li>Face masks advised to be worn by all parents visiting the school with appropriate signage in place</li> <li>An open and collaborative 1:1 conversation between staff member and line</li> </ul>	<p>Medium – 2</p>	<p>Medium – 2</p>	<p>Headteacher</p>	<p>6<sup>th</sup> November</p>	<p><u>Executive Team</u></p>

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		<p>manager should be conducted – this means that the staff should see the risk assessment document before the meeting and discuss any concerns they may have.</p> <ul style="list-style-type: none"> <li>Abiding by the guidance set out by the local authority SOP.</li> </ul>					



Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- 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>



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- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

