Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020

<u>Sledmere Primary School</u>

Assessment conducted by: Mr D Fance	Job title: Deputy Headteacher (Head of School Designate)	Covered by this assessment: Sledmere Primary School
Date of assessment: 27th May 2020	Date of next review: Weekly Review	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups N, R, 1 and 6 **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)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB 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.

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Man Check
The school lapses in following national guidelines and advice, putting everyone at risk	Low - 1	High - 4	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. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with 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.	**Low -1**	Low - 1	**PB/DF**	**N/A**	
Poor communication with parents and other stakeholders	Low -1	High - 4	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website	**Low -1**	Low - 1	**PB/DF**	Monday 1st June 2020	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Control	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	High - 4	Medium - 2	• School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf - www.dudley.gov.uk/council-community/emergencies/coronavirus-advice/ - First Aid Policy - Intimate care policy - Behavior policy - Staff absence reporting procedures • 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'	Low 1	Low 1	PB/DF and SLT	Wednesday 27th May 2020	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• The relevant staff receive any 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 via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated program of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Daily electronic briefing issued to staff. 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**	High - 4	High - 4	• 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)	**Medium**	Low 1	**PB/DF and SLT**	1st June 2020	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check

			- 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,
			  - To throw all tissues in a bin
			  - 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 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. - All utensils are thoroughly cleaned before and after use
						Class Teachers	Daily - ongoing	PR Weekly

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly with Covid-19 cleaning schedule in place daily. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – school entrance/school admin office**	High - 4	High - 4	• Clear signage in place regarding social distancing • Barriers/screens to be used by reception/office staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. • If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. As a result, reception/office staff are protected.	Medium - 2	Medium 2	PB/DF and SLT	01.06.20	
Poor hygiene practice – **specific – office spaces.**	Medium – 2	Medium 2	• Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school	Low -1	Low -1	PB/DF and SLT	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Each individual is responsible for wiping down their own work area before and after use. Anti-bacterial wipes are provided for this. As a result, office practice in office spaces limits the risk of the spread of any infection.					
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	High - 4	High - 4	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day. • Reception: staggered starts for groups: 8.40/8.50am/9.00am/9.10am/9.20am and staggered finish times 2.30pm/2.45pm/3.00pm/3.15pm • Year 1 As above • Year 6 As above • Key worker groups 8.45am start and 3.15pm finish • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. Entrances staggered per group of children.	**Low - 1**	**Low -1**	**PB/DF**	01.06.20	01.06.20

			• Reception Groups: Year 1&2 classes. External class entrances. • Year 1 Groups: Year 3 &4 classes. Lower Key Stage 2 School bottom doors. • Year 6 Groups: Upper KS2 classes. Upper Key Stage 2 School doors by cloakroom (staggered start times) • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities				

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate in the playground prior to the start of the school day. Strict guidelines must be adhered to for arrival and departure from site. Outside open spaces to be used for parent drop off/collection for social distancing to be followed. • 2 metre marks to be put from every classroom door that should not be crossed by parents. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport if applicable. • Issue information to pupils in relation to restrictions on their movement around the site throughout the day. Groups to not mix and only use indoor area allocated to them. No use of joint/shared areas such as Library, IT Suite etc. • 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.					

Risk Description/Area of Concern	Likelihood <>	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 – toilet/changing facilities.**	High - 4	High - 4	• 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 for pupils with care plans • 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.	Medium 2	Medium - 2	PB/DF and SLT	01.06.20	
Poor hygiene practice **– specific - end of the school day.**	Low - 1	Low 1	• Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day – 2.30pm/2.45pm/3.00pm/3.15pm • Inform pupils and their parents of the allocated exit points and pick up points: All year groups to use the same three points as used for collection. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start/end of the school day. If waiting to collect pupils, parents are to remain in cars or socially distant and park safely for as long as possible. They must then follow social distancing guidelines when on site.	Medium - 2	Medium 2	PB/DF	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• 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 if applicable. As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	High - 4	High - 4	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • 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 • 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 PB/DF or JH	Medium - 2	Medium -2	PB/DF	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Any staff member who displays signs of being unwell immediately refers themselves to PB/DF/JH and is sent home • 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 • If a pupil needs to use the bathroom, they should use a separate bathroom (Special access toilet by staff room) which will be cleaned after use. • 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 • 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 • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen					

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Unwell pupils who are waiting to go home are supervised in the reception area by the main hall, or SEN office where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 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.	Medium - 2	High - 4	• Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable (this will not be possible in EYFS). Capacity numbers displayed on each door. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier. Teachers are not to move between allocated classrooms – all staff and pupils to remain in their socially isolated 'bubbles' throughout the day.	**Low - 1**	Low -1	**PB/DF and SLT**	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Leaders to consider how best to supplement remote education with face-to-face support for pupils. 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.					
A pupil is tested and has a confirmed case of coronavirus.	Low - 1	High - 4	In line with government advice: • The rest of the class/group should be advised to self-isolate for 14 days • The Executive Headteacher/Head of School (Designate) will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. As a result, school leaders will have taken appropriate action in the event of a confirmed case of coronavirus.	High - 3	Low - 1	PB/DF	As required	
Insufficient staff to run face-to-sessions for pupils.	Medium - 2	High - 3	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school • Leaders to ensure that the clinically extremely vulnerable are not in attendance at school	Medium -2	Medium 2	PB/DF	Completed 18.05.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to- face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium - 2	Medium - 2	• Staggered starts to be put in place for break time and lunchtime • One-way circulation where possible to be put in place for pupils arriving and leaving shared space such as toilets and playgrounds. • Allocated outdoor areas for each year group to be identified for break time and lunchtime • Lunchtime to be staggered for different year groups	Low 1	Low -1	PB/DF and SLT	30/05/2020	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited • Pupils to be supervised in washing hands before and after lunch • Kitchen to only provide grab bags. No hot food available. • Children to eat lunch in classroom and then go outside to play in allocated space • Grab bags to be collected by allocated lunchtime supervisor (same person each day) and taken to class with drinks. • Each classroom to be cleaned by lunch team after use. • Touch terminals/cashless catering is not used. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Pupils who bring a packed lunch, to also eat in classrooms to reduce movement and maintain social distancing. As a result, the risk of infection during unstructured time is reduced.					

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/shared areas.	Medium - 2	Medium - 2	- All unnecessary items to be removed from classrooms and learning environments and stored elsewhere - All soft furnishings and items that are hard to clean to be removed - Class sizes reduced to ensure social distancing can be adhered to, with all desks 2M apart and group sizes not exceeding 15. - Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - Tissues to be located in each classroom/learning space. Hand sanitisers to be available in key areas - Bins to be emptied at least twice daily in classrooms - Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open - Where possible, windows to be opened to provide ventilation. - Inform all the pupils that they must bring the required equipment to school to reduce the risk of infection. Where this is not possible, resources will be allocated to children in sets and not used by others - 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	Low - 1	Low - 1	**PB/DF and SLT**	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Shared teaching resources to be cleaned prior to and after use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • 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 • 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. 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.	High - 4	High -4	• 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.	Medium 2	Low - 1	PB/DF to amend behavior policy	01.06.20	

Risk Description/Area of Concern	Likelihood <>	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 and staff understand the behaviour policy/individual plans in context.					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Medium – 2	High - 3	• Specific arrangements for pupil transport have been risk assessed and agreed with local providers • 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) • Review individual communication plans where close proximity is expected e.g. on-body signing • 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. As a result, pupils with complex needs are well supported.	Low - 1	Low -1	JH	01.06.20	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium - 2	Medium - 2	• Appropriate planning is in place to support the mental health of pupils returning to school	Low -1	Low -1	JH/NS	01.06.20	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
			• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	High - 3	Medium - 2	• 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 • Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	**Medium - 2**	**Medium - 2**	**PB/NS & DDSLs**		
Emergency evacuation due to fire etc.	Low - 1	Low - 1	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. As a result, social distancing is maintained in the event of an emergency evacuation.	**Low - 1**	**Low -1**	**PB/DF and SLT**		

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Cleaning is not sufficiently comprehensive.	Medium - 2	High - 4	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning • Whilst pupils are at breaktime/lunchtime, site team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • 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). • Cleaning schedule tick sheet for cleaners to ensure no areas are missed As a result, high standards of cleanliness are maintained in school.	**Medium -2**	**Low - 1**	**PB/DF and WP**	Weekly	

Risk Description/Area of Concern	Likelihood <>	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Contractors, deliveries and visitors increase the risk of infection.	Low - 1	Medium -2	• Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • 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 • Surfaces to be cleaned after any deliveries have been made. • 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 As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.	**Low - 1**	Low - 1	**WP & PB/DF**	As required	

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

Consideration – Staffing Requirements

If we follow Government Guidelines, then we would be expecting roughly half of the current school roll to return to us from Monday 1st June. This would be 250 children working in groups of up to an absolute maximum of 15. We will be aiming to bring year groups back in a phased approach as follows:

Tuesday 2nd June	School reopens to **Year 6 pupils**	**Keyworker and vulnerable pupils are in school throughout as usual**
Monday 8th June	School reopens to **Year 1 pupils**	
Thursday 11th June	School reopens to **Reception pupils**	
TBC	School reopens to **Nursery pupils**	

Parents have been asked to confirm if they intend on sending children back to school from the 1st June. Many will need this risk assessment to make this decision.

We are reviewing how and when Nursery children will be able to return to school due to the limitations we have on space within the Nursery setting. Parents will be updated regarding this as soon as possible.

Guidance from the DfE advises schools that a safety measure would be to halve the class sizes (typical class size being 30). This would mean no more that 15 children in a class/group. However to ensure the safety of pupils and staff Sledmere Primary School will only follow social distancing guidelines and each room will be allocated a specific occupancy number which should not be breached. With this in mind, we need to double the staff in each year group. To achieve this, we would need most staff to return to work from the date that each year group will be back with us.

We are aware that by following Government guidelines we will be using most of our available staff.

We will not be exceeding 15 children in a group under any circumstances and we will be reducing this number where room size is restricted.

Staff are encouraged to follow Government Guidance regarding their status to work on site. We will continue to support all staff during this time. If staff are anxious about this then please do not hesitate to contact Mr Bravo or Mr Fance.

The children of key workers and vulnerable children will still need to attend school for childcare purposes. These children will be in the The Den each day. A rota will continue to be in place but staff working with teaching groups will not be part of this. It is important that staff do not mix across these groups.

Final Staffing requirements will be established when numbers have been confirmed but we will be establishing a staffing model that caters for all children returning in a year group. This will help to ease any staffing pressures if more children return to school over the coming weeks.
Children will remain in the same group when in school. The same staff member will be teaching this group each week.

Due to the number of teachers available, teachers may need to work with a group outside of their current year group commitment during this time.

The children accessing the key worker childcare provision will be able to do so up until 3.15pm each day including Friday. Children are not able to swap between the key worker childcare provision and school provision during the week. All Key Worker pupils in the relevant returning year groups will return to their own year groups for teaching alongside their peers.

Consideration – Physical Space

Each group would use the same classroom each day. Other rooms will not be used i.e. Library, ICT Suite etc.

The Main Hall will not be used apart from being a place to store resources taken from classes.

Children will be able to use the toilets nearest to the classrooms they work in, sharing toilets will not be

permitted between year groups, although 'Bubble' groups will need to share toilets in KS1 and KS2 with the

other groups in the area.

Outside space will be used as often as possible. A rota will be in place for all break times. Times and Spaces will be on a rota basis. Staffing will be considered to ensure comfort breaks can be taken. (See lunchtime and break time rotas created by SLT)

Excess furniture will be removed from classrooms to give children more space where needed. Empty classrooms will be used to store this if appropriate.

Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Admin team will create laminated lanyards for each pupil – these will be hung outside the toilets to ensure others know that the toilets are occupied.

All rooms should be well ventilated therefore doors and windows should remain open where possible. Corridor doors will be left open - this contravenes fire safety measures. However, if a fire alarm is sounded, staff must ensure those doors are closed. This measure will reduce the use of door handles significantly.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

Consideration – Entry/Exits and Movement around the school

We need to make plans to reduce the possibility of large groups of the school community gathering at any one time, that very much includes parents. Therefore, entering school and exiting school poses potential problems, as does movement within school. We must limit the potential risk to one another. The DfE acknowledge that schools may change the start and finish times or introduce processes for drop-off and collection arrangements.

There will be no large gatherings of adults or children.

Staff to be ready on the door for drop off and collection. Precise opening and closing of doors to prevent gathering of parents in the playground.

Parents encouraged to socially distance themselves in the outdoor spaces. Signage to support this.

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Signage to instruct

In the instance that parents have children in more than one year group, parents may wait with their children in the playground, strictly following social distancing from other parents and children. Parents will be asked to drop off and leave, rather than remain on school grounds.
Staff will make an effort to ensure bubbles reflect the need for staggered entry and exit times for families with pupils in relevant year groups.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds and this will be kept to a minimum.
No parents will enter the building, with the exception of one person at a time in the main office entrance lobby

Teachers will not be available to speak to parents unless using the phone/email. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class emails if they have queries about the day or they can call to make a phone appointment.

The office will not be open for parents to drop-in to. However, parents can obviously still call and receive support over the phone or via email.

Medication to be given to the class teacher.

Teachers will need to consider timings of the school day so that contact between different groups of children is limited. A timetable will be shared that includes breaks and lunchtimes.

Children need to move around school in their small groups and not mix with other children. Staff need to aim to avoid children passing in corridors due to how narrow ours are.

Where possible children should remain in the same setting and area of the room throughout the day, even retaining the same seat if they are attending on consecutive days. Each classroom will be thoroughly cleaned at the end of each day. Please ensure all rooms are tidy so that this can happen. Surfaces must be clear.

The staff room will remain open to adults, however strict social distancing must be in place and where possible.
Only four members of staff are to use the staff room at any one time. Only 1 person may be in the oven/sink area of the kitchen at any one time.
Lunch and break times will be staggered so that only one bubble is in the room at any one time.
Please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms. Please keep this area tidy as it will be cleaned several times a day.

Consideration – Break/Lunchtimes including outdoor play

Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.

Each group will have an allocated space in the playground to that they don't come in to contact with other children from different groups. This will be planned and shared with staff. This will also include staggering of playtimes for all groups.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.

Pupils should wash their hands thoroughly before and after breaks and lunchtimes.

Consideration – Supporting Medical Needs

A full review of children's medical needs will be in place against the registers each day. Each adult to be made aware of the medical needs in their groups.
Prior to the pupil start date, all parents to receive an email reminding them to update medical information with the school office. This to be done by email and not face to face.

Medication to be kept in classrooms. Appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication.

If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. Once the child is collected, the space will be thoroughly cleaned by a member of the cleaning staff wearing both gloves and a mask.

The designated isolation spaces are as follows;
-        The reception waiting area
-        The SEN Office
-        Any empty classroom

The child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.

We will endeavor to support children in taking prescribed medication where possible. This will be reviewed on an individual basis.

Consideration – Online Learning and Home Provision

Some children will still not be able to attend school. That will be either because they are shielding or unwell, they are not one of the designated year groups, or their parents are unwilling to allow them to come to school.

We must endeavor to continue to offer home learning provision for these children during this time. Staff that are unavailable to work in school and are working from home will plan and distribute the home learning packs – these packs will also form the basis of much of the lessons taught by pupils in school to maintain consistency.

Years R, 1 and 6 will have home learning opportunities as staff will be teaching in school.

Years 2, 3, 4 and 5 will continue to offer Home Learning Projects. The key worker children attending school will continue to access these when in school.

Consideration – Continued provision for key worker children

Provision for key workers childcare will continue to be offered. Pupil numbers may increase as parents go back to work and Government guidance changes.

The Den will be used for vulnerable children and those of key workers.

2 Classrooms are available. Toilet facilities are nearby. Children do not need to leave this space unless going out to play.

Break/Lunch times to be on the rota included within this document.

Children to eat lunch in classrooms.

Children to bring own lunch (vouchers in place for FSM) or will have a Grab Bag provided by the kitchen if FSM vouchers end or parents wish to purchase one/UIFSM.

Supervision to be confirmed when we know pupil numbers.

Staff should remain in their bubbles during lunchtime and should not leave the designated areas to congregate elsewhere in the building to enable tracking and tracing to be robust in the event of an outbreak.

Parents to use the School Life booking facility to reserve a place for their child once guidance is received from LLMAT.

Staff rota to continue to be in place. Own First Aiders to continue to be used within this rota. 8.45am start – 3.15pm finish. Early collection will cease for this group once normal school hours are being used for other year groups.

There will be no expectation for children to wear school uniform.

DfE/LA registers to continue. Fire Drill versions to continue to be used with this group for evacuation purposes.
Key worker children will either attend the childcare provision or their class group depending on their year group – Y6 for example must now attend bubble groups.
They will not be able to access both as this would result in children mixing across a wide range of groups.

Consideration – Lunchtimes

We are still required to ensure that our children are fed throughout the school day but also to reduce risk of infection, therefore we need to manage this time carefully so that it is not a 'pinch-point'.

Children will bring their sandwiches if they normally do. Those children accessing school meals will receive a grab bag. We are only offering grab bag provision so that children do not need to leave the room to eat their lunch. Grab bags need to take in to account dietary requirements as the kitchen normally would. Grab bags to be collected by lunchtime supervisor and taken to the class for eating.

Midday supervisors will be in school to support the supervision of the children in school and one will be allocated to each group. They will then support supervision of the children whilst they eat (sat away from one another in classes).

Children to eat lunch in class each day. The group to then go outside to play in an allocated area of the playground. The classroom to then be cleaned by a Lunchtime Supervisor. It is important that these are the same people each day.

Playground to be split in to allocated areas so that groups do not mix. Groups of key worker children would also follow the same guidance.

Allocated First Aiders to be available at lunch times for all children.

There will be no communal storage of pack lunches and drinks bottles during this time. Squash and Water will be available to all children.

The kitchen will not be providing hot food. Grab bags only.

Consideration – Free School Meals

Children in years 2, 3, 4 and 5 will continue to receive FSM vouchers through Edenred.

Non-FSM pupils attending school will be able to bring a packed lunch or buy a grab bag.

R and Year 1 FSM pupils attending school will receive UIFSM (grab bag).

Year 6 FSM pupils will receive a FSM (Grab bag) if in school and vouchers if not.

School kitchen will be open and staffed every day.

If parents choose not to send children to school and this has been confirmed through e-mail, then vouchers will continue to be sent.

FSM Key worker children attending the childcare provision will bring packed lunch as they have received the vouchers.

Consideration – Bereavement

Children will be increasingly aware of 'death' as it has been discussed widely and openly. Children may feel greater levels of stress or anxiety throughout the day and

they will especially be upset if they have lost a loved one during this period.

The local authority has supplied a 'Bereavement Box' with support materials and books in. These are to be utilised by staff if children require additional support.

Staff will refer to SLT where they are concerned or are aware that a child has experienced bereavement. Access to Educational Psychology support tools will be accessed for those requiring it.

Parents will be asked to share pertinent information about how their child is feeling as part of a survey that they must complete before attending.

Consideration – SEN

The impact of all these issues may be even greater for those with special needs. Their learning will have been impacted as will issues of being or not being in school, managing change, routines and anxieties. There may be issues with managing transitions into school and where there is a change of setting.

Our SENDco will continue to complete individual risk assessments for all EHCP children to identify if they will be attending school.

All parents will be contacted for conversations regarding each child and the support that they feel would benefit them during the transition process.

If needed, children will be able to access a phased return to school to build up confidence.

Our Curriculum will continue to be appropriately differentiated so that children feel success and comfortable with what is being asked of them.

Careful consideration will be made to how children return to strategies that they may not have been regularly accessing over the last few weeks.

Routines and Expectations will be shared with children individually in advance of the return date including any changes that they might face such as using a different classroom or having a different teacher.

Consideration – Safeguarding

Our Safeguarding Team will continue to carry out safe and well phone calls for vulnerable families in school. This will include those still being

educated at home. There will always be a Designated Safeguarding Lead on site.

Staff will receive an update from our Safeguarding Officer regarding the processes we use and what we might pay attention to as the children return.

A full review of all safeguarding training will take place to ensure that all staff are up to date with thematic training modules.

Regular briefings will be emailed to all staff as Government guidelines are developed or amended.

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
- 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