Dudley
Metropolitan Borough Council

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

Gig Mill Primary School

Assessment conducted by: A Hannaway D Edgar	Job title: Headteacher Chair of Governors	Covered by this assessment: **Gig Mill Primary School**
Date of assessment: 14.7.20, 20.08.20	Date of next review: 8.09.20	

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Final version July 2020

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**.

- 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 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 from 11 May 2020 onwards:
  - 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
  - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=17%20August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
  - https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_source=17%20August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.

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Completion Date:	The date by which required plans for controls will be in place.
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
The school lapses in following national guidelines and advice, putting everyone at risk	L	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 as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	**L**	**L**	**AH** **DE**
Poor communication with parents and other stakeholders	M	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice.	**L**	**L**	**AH** **DE**

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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

Lack of awareness of policies and procedures	STAFF
	L
		• School leaders will ensure that all policies impacted on by coronavirus controls are updated
		• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:
		   - Health and Safety Policy
		   - Infection Control Policy
		   - First Aid Policy
		   - Intimate care policy
		   - Behaviour policy
		   - Staff absence reporting procedures
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		   - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		   - The Health Protection (Notification) Regulations 2010
		   - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		   - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 1.06.20/1.09.20
		• Staff are made aware of the school's infection control procedures in relation to coronavirus via weekly briefing / email / updates as required
		• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus
		• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.
		
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.
			L	**L**	**AH
					DE
					AP, AG, RW
					All staff**

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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

Poor hygiene practice in school - **general**	M	• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance
		• 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
		• 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
		• 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.
		• Staff to bring in their own cups and utensils
		• All utensils are thoroughly cleaned before and after use
		• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day - and paper/hand towels are refilled regularly. New hand towel dispensers in place (N,KS2) Sinks & spare handtowels in every classroom
		
		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.
			L	L	**AH
					DE
					AP, AG, RW
					Catering staff
					All staff**

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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

Poor hygiene practice – **specific – school entrance**	M	• Clear signage in place regarding social distancing
		• Barriers/screens to be used by office staff when dealing with parents/ visitors/ contractors
		• Areas touched to be wiped down
		• Discourage parents from entering the school building
		• If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible.
		    - Y4/5/6 @ Heath Farm
		    - N/R/1/2/3 @ Broadway entrance
		    - Broadway car park restrictions
		• Rearrange furniture in reception area to facilitate social distancing
		
		As a result, office staff are protected.
			L	L	**AH DE AP, AG, RW All staff**

Poor hygiene practice – **specific – office spaces.**	M	• 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 / use hand sanitiser on arrival at school • Each individual is responsible for wiping down their own work area before and after use. As a result, office practice in office spaces limits the risk of the spread of any infection.	L	L	**AH DE AP & Admin team All staff**

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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
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	M	In line with government advice: • **Issue information to pupils, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus** • Issue information to parents about arrival & departure procedures, including safe drop-off & pick-up • Inform each year group & parents of allocated times for the beginning & end of school day • Informed each year group & their parents of the allocated entrance & exit points to school in year group letters July 2020 & classes where they should go on arrival				L	L/M	AH DE ALL STAFF

Year group	Drop off	Pick up	Location
Nursery			Enter Broadway main entrance Collection Nursery gate
Reception	8.45	3.00-3.05	Broadway silver gate one way via School field, exit via carpark
Year 1	8.40	3.05-3.10	Broadway silver gate one way via School field, exit via carpark
Year 2	8.30-8.50	3.05-3.10	Broadway main entrance Exit KS1 playground & via carpark
Year 3	8.30-8.50	3.10-3.15	Broadway main entrance Exit KS1 playground & via carpark
Year 4	8.30-8.50	3.10-3.15	Enter Heath Farm Road gate Exit one way KS2 playground
Year 5	8.30-8.50	3.15-3.20	Enter Heath Farm Road gate Exit one way KS2 playground
Year 6	8.30-8.50	3.20-3.25	Enter Heath Farm Road gate Exit one way KS2 playground

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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
Continued… Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	- Pupils to be supervised in accessing one of 3 portable hand sanitiser stands & hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities - All staff to wash hands on arrival in school - Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day - Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport - Issue information to pupils in relation to restrictions on their movement around the site - Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. - Small children and pupils with complex needs should continue to be helped to clean their hands properly As a result, the risk of infection is reduced as pupils and staff arrive at school.	L	L/M	AH DE ALL STAFF
Poor hygiene practice – specific – toilet/changing facilities.	M	- Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron - All changing surfaces in Nursery 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 - 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.	L	L	AH DE AG / RW All First Aid staff

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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
Poor hygiene practice – **specific - end of the school day.**	M	• 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 • Inform pupils and their parents of the allocated exit points and pick up points				L	L/M	<u>AH</u> <u>DE</u> <u>ALL STAFF</u>

Within the Risk Controls cell, the following table appears:

Year group	Drop off	Pick up	Location
Nursery			Enter Broadway main entrance Collection Nursery gate
Reception	8.45	3.00-3.05	Broadway silver gate one way via School field, exit via carpark
Year 1	8.40	3.05-3.10	Broadway silver gate one way via School field, exit via carpark
Year 2	8.30-8.50	3.05-3.10	Broadway main entrance Exit KS1 playground & via carpark
Year 3	8.30-8.50	3.10-3.15	Broadway main entrance Exit KS1 playground & via carpark
Year 4	8.30-8.50	3.10-3.15	Enter Heath Farm Road gate Exit one way KS2 playground
Year 5	8.30-8.50	3.10-3.15	Enter Heath Farm Road gate Exit one way KS2 playground
Year 6	8.30-8.50	3.15-3.20	Enter Heath Farm Road gate Exit one way KS2 playground

• Make it clear to parents & 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 until allocated collection time

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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
Continued…. Poor hygiene practice – **specific - end of the school day.**	H	• 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. As a result, the risk of infection is reduced as pupils and staff leave school.	<u>L</u>	<u>L/M</u>	<u>AH</u> <u>DE</u> <u>ALL STAFF</u>
Ill health in school.	M	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and anosmia (loss of taste or smell) 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 SLT • Any staff member who displays signs of being unwell immediately refers themselves to SLT 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 a) KS1: toilet opposite small kitchen b) Central : disabled toilet c) KS2: Staff toilet 1 which will be cleaned after use.	<u>L</u>	<u>L</u>	AH DE SLT <u>All staff</u>

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person
Continued: Ill health in school.	M	• 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 work 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 • Unwell pupils who are waiting to go home are supervised in KS1: small kitchen, KS2: Maths intervention room 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. • Inline with SOP if positive case of COVID19 school to contact Public Health England and the school nurse 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.	L	L	**AH** **DE** **SLT** **All staff**

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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
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	• Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms 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.	**L**	**L**	**AH** **DE** **All staff**
A pupil is tested and has a confirmed case of coronavirus. School's Symptom Management S...	M	In line with government advice: • The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) • The Headteacher 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 taken appropriate action in the event of a confirmed case of coronavirus.	**L**	**L**	**AH** **DE** **All parents** **All staff**
Insufficient staff to run face-to-sessions for pupils.	L	• 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 vulnerable 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.	**L**	**L**	**AH** **DE** **AP SG** **All staff**

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	• Staggered starts to be put in place for breaktime and lunchtime • One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime • Lunchtime to be staggered for different year groups <table><tr><td>Year group</td><td>Dinner</td><td>Location</td></tr><tr><td>Reception</td><td>11.30 – 11.50</td><td>Dining hall KS1 playground</td></tr><tr><td>KS1 Year 1</td><td>11.50 – 12.10</td><td>Dining hall KS1 playground</td></tr><tr><td>KS1 Year 2</td><td>12.00 – 12.20</td><td>Dining hall Y2 playground</td></tr><tr><td>KS2 Years 3 & 4</td><td>12.20 – 12.45</td><td>Classrooms KS2 playgrounds</td></tr><tr><td>KS2 Years 5 & 6</td><td>12.30. – 1.15</td><td>Classrooms KS2 playgrounds</td></tr></table> • Pupils advised not to play contact games at breaktime or lunchtime. • Pupils to be supervised in washing hands before and after lunch • In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. • Either allocated year group tables/ OR tables to be cleaned between year groups using lunchtime facilities • Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.	L	L	**AH** **DE** **AP, AG, RW** **Zone 1 NP** **Zone 2 AS** **Zone 3 SG** **Catering staff** **All staff**

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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
Continued…. Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness Catering and Client service – members of staff maintaining social distancing in school kitchen • Screen provided to protect food in canteen when pupils purchase food NA • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) NA As a result, the risk of infection during unstructured time is reduced.	L	L	**AH DE AP, AG, RW Zone 1 NP Zone 2 AS Zone 3 SG Catering staff All staff**
Spread of infection in classrooms/shared areas.	H	• All unnecessary items to be removed from classrooms & learning environments & stored • All soft furnishings and items that are hard to clean to be removed • Class sizes - **Follow new guidance re class sizes for primary** • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - **Follow new guidance re class sizes for primary** • Tissues and hand sanitiser to be located in each classroom/learning space • 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 not bring equipment to school (stationery, calculators etc) to reduce the risk of infection • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before & after each use • Shared teaching resources (minimal) to be cleaned prior to and after use resources rotated daily , then unused 72 hours	L	M/L	**AH DE AG & cleaning team All staff**

Risk Description/Area of Concern	Level of risk prior to control	Risk Controls	Level of risk is now	Likelihood	Responsible person
Continued Spread of infection in classrooms/shared areas.	H	• 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 to be used before & after use • 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.	L	M/L	**AH** **DE** **AG & cleaning team** **All staff**
Poor pupil behaviour increases the risk of the spread of the infection.	M	• Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. As a result, pupils and staff understand the behaviour policy/individual plans in context.	L	L	**AH** **DE** **All staff**

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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
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	M	• 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. • Specific arrangements for pupil transport have been risk assessed and agreed with local providers As a result, pupils with complex needs are well supported.	L	L	**AH DE AS JJ All staff**
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	• Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, pupils with SEND and those concerned about returning to school are well supported.	L	L	**AH DE AS JJ All staff**

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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
Increased number of safeguarding concerns reported after lockdown.	M	• 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 - 4 designated DSLs • Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	**L**	**L**	**AH DE DSLs AH AS NPJG All staff**
Emergency evacuation due to fire etc.	M	• Lockdown, fire and emergency evacuation procedures reviewed so that social distancing can be maintained wherever possible • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils each day. • Staff will walk children through the new fire evacuation procedure several times in the first week back to school, ensuring children know how to exit the building, where to line up and how far to stay away from the next child. Zone 1, Zone 2, Zone 3. As a result, social distancing is maintained in the event of an emergency evacuation.	**L**	**L**	**AH DE AG, RW All staff**
Cleaning is not sufficiently comprehensive.	M	• 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 deployed (or given additional hours) to increase the regularity of cleaning Eg door handles, tables where children not at own desk • Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, shared equipment). • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • Whilst pupils are at lunch, site team to door handles/ clean tables (if required) with a disinfectant spray. Gloves to be worn during this and hands washed afterwards As a result, high standards of cleanliness are maintained in school.	**L**	**L**	**AH DE AG, RW Cleaning team All staff**

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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
Contractors, deliveries and visitors increase the risk of infection.	M	• 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 (front lobby). 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 or use hand sanitiser either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities or hand sanitiser station • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.	L	L	**AH** **DE** **Admin & site staff teams** **All staff**

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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-stressParents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19
- Parents with pupils with SEND: https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19
- Supporting parents: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents
- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

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

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