



# Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1<sup>st</sup> June 2020

## for Priorslee Academy

|   |   |                             |
|---|---|-----------------------------|
| Assessment conducted by: Jo Hart and Jodie Cooper | Job title: School Business Manager and Head of School | Covered by this assessment: |
| Date of assessment: 28.05.2021                    | Date of next review: 21.07.2021                       |                             |
| Reviewed by Executive Principal 28.05.2021        | Reviewed by Directors:                                |                             |

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing face-to-face contact with pupils **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 risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/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 \(updated 12 May \)](#)
  - [Full reopening of Schools guidance](#)
  - [Contingency plan](#)

| Risk Description/Area of Concern  | Level of risk prior to control <> | Risk Controls   | Level of risk is now <> | Likelihood <>              | Responsible person | Planned completion Date   | Line Manager Check |
|---|-----------------------------------|---|-------------------------|----------------------------|--------------------|---------------------------|--------------------|
| The school lapses in following national guidelines and advice, putting everyone at risk | HIGH                              | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li>Information communicated via Social Media (Facebook), text messages, emails and Head's weekly letters.</li> <li>Any change in information to be shared with Chair of Governors and Directors, communicated to staff and parents through email and text</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>  | <u>MEDIUM</u>           | <u>POSSIBL</u><br><u>E</u> | <u>SLT TEAM</u>    | <u>ONGOIN</u><br><u>G</u> |                    |
| Poor communication with parents and other stakeholders                                  | HIGH                              | <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>All students to be reminded of the routines, handwashing, one way systems etc.</li> <li>Head of School to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via email and available on the school's website.</li> <li>A Dos and Don'ts has been shared with parents and staff as a summary of the expectations</li> <li>Information communicated via Social Media (Facebook), text messages, emails and Head's weekly letters.</li> <li>Teams meeting with staff once per week</li> <li>Weekly letters to all staff</li> <li>Weekly update provided to Governors</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p> | <u>MEDIUM</u>           | <u>POSSIBL</u><br><u>E</u> | <u>SLT TEAM</u>    | <u>ONGOIN</u><br><u>G</u> |                    |

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| Lack of awareness of policies and procedures | HIGH                                 | <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> <li>➤ Collection Policy (use of masks with parents)</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>➤ Health Protection Hub</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. All are informed that they must tell a member of staff if they begin to feel unwell</li> </ul> | <u>MEDIUM</u>              | <u>POSSIBL</u><br><u>E</u> | <u>ST / JC</u>     | <u>ONGOIN</u><br><u>G</u> |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>Weekly briefing for staff</li> <li>Regular reminders about practices are communicated to staff</li> <li><b>New flowchart provided to parents and staff for ease of procedure</b></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>  |                         |                  |                    |                         |                    |
| High risk individuals            | HIGH                              | <ul style="list-style-type: none"> <li>Risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19).</li> <li>Staff to undertake bi-weekly home testing. Log their results here: <a href="https://forms.gle/Ycw5DJpLxuUye6g36">https://forms.gle/Ycw5DJpLxuUye6g36</a> and here <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> </ul>   | <b>MEDIUM</b>           | <b>POSSIBL E</b> | <b>JH</b>          | <b>ONGOIN G</b>         |                    |
| Vulnerable staff and pupils      | HIGH                              | <ul style="list-style-type: none"> <li>Staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household and provided with a summary document of what to do</li> <li>Staff and students able to take a precautionary test for minor symptoms with no isolation required and inform SLT</li> <li>Details of rapid testing communicated to staff for those with no symptoms</li> <li>Vulnerable staff alerted to any infections in school</li> <li>First aid completed by their own teachers where possible</li> <li>protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced</li> <li>Face masks and/or face shields to be used in communal areas of the school and at collection drop off times. Face masks must be worn where social distancing can't take place i.e. communal areas</li> <li>Staff meetings via TEAMS and staff to stay in their own individual classrooms</li> <li>Increase frequency of hand washing</li> <li>Staff to reduce contact in communal areas, must take PPA at home, email queries where possible rather than face to face conversations, leave the site as soon as possible</li> <li>Do not enter Office spaces unless <u>essential</u></li> <li><b>Encourage parents to wear face covering at drop off/pick up time</b></li> </ul> | <b>MEDIUM</b>           | <b>POSSIBL E</b> | <b>SLT</b>         | <b>Ongoing</b>          |                    |

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| Poor hygiene practice in school - <b>General</b> | HIGH                                 | <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). Also included in the summary 'Dos and Don'ts' document for staff and parents.</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Hand wash demonstrations to be recapped with children as deemed necessary by class teachers</li> <li>• Face masks and/or face shields to be used in communal areas of the school and at collection drop off times.</li> <li>• Increase frequency of hand washing</li> <li>• <b>Encourage parents to wear face covering at drop off/pick up time</b></li> <li>• Staff to ONLY interact within their bubbles all day i.e. lunch time</li> <li>• Staff room (Hall) now rearranged to enable allocated sofas and tables for key stages and at an appropriate distance. Spray available on each table.</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>- Use designated sink</li> <li>- Use designated toilets</li> <li>- To avoid touching eyes, nose, and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations for staff, pupils, and visitors</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> </ul> | <b>MEDIUM</b>              | <b>POSSIBL<br/>E</b> | <b>SLT /<br/>TEACHING<br/>STAFF</b> | <b>ONGOIN<br/>G</b>     |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>• Additional toilets hired for Year 5 and 4 to limit cross contamination</li> <li>• Pupils do not share cutlery, cups or food. Staff to bring in their own cups and utensils if they would like to.</li> <li>• All utensils are thoroughly cleaned before and after use or placed in the dishwasher. No items are to be left in the sink/on the side unless they have been thoroughly cleaned.</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day (hourly) and paper/hand towels are refilled regularly (hourly).</li> <li>• Staff also clean toilets in between use</li> <li>• Follow T&amp;W cleaning in school guidance</li> <li>• Pupils supervised toileting in year group bubbles only, and cleaned afterwards by their supervising member of staff</li> <li>• Staff to reduce contact in communal areas, must take PPA at home, email queries where possible rather than face to face conversations</li> <li>• Do not enter Office spaces unless <u>essential</u></li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p> |                         |                 |                    |                         |                    |
| First Aid                        | Low                               | <ul style="list-style-type: none"> <li>• First Aid is completed in classrooms, staff to inform the office of any bumped head to phone home. Teachers to complete First Aid on their own class only where possible.</li> <li>• Staff in each class are responsible for their own kit, checking the dates, quantity and supplies, including PPE</li> <li>• Staff to top up their kits as and when required from the stock by the office, and inform Geraldine if stocks are running low</li> <li>• Inhalers and Epi-Pens are to be kept in classrooms, out of reach of children. The emergency EPI-PEN and inhaler are stored at the main school office</li> <li>• Inhaler spacers to be washed with hot soapy water after use</li> </ul>  | <u>LOW</u>              | <u>POSSIBLE</u> | <u>ALL</u>         | <u>ONGOING</u>          |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>Staff to wear appropriate PPE. Fabric reusable mask has been provided to each staff member.</li> <li>CPR masks now purchased in First Aid packs and mirrors for checking breathing</li> <li>Please refer to the list of First Aiders circulated previously via email.</li> </ul>   |                         |                 |                    |                         |                    |
| Poor hygiene practice – specific – school entrance | HIGH                              | <ul style="list-style-type: none"> <li>Face covering for all persons entering the foyer</li> <li>NHS Track and Track QR code available</li> <li>Staff encouraged to wear face coverings in communal areas (outside their bubble)</li> <li>Clear signage in place regarding social distancing</li> <li>Formal visitors are allowed i.e. University Placements, College Placements, Sports Coaching, if agreed with SLT in advance, and in accordance with the Visitor policy. Meetings should be virtual wherever possible.</li> <li>Visitors must wear face coverings whilst on site, stay in their bubbles and adhere to the school’s procedures.</li> <li>Parents have been told they are not able to approach staff or enter the building and must call if they have queries</li> <li>Office staff to sign any visitors in. Non-staff members are not to touch the signing in system</li> <li>Areas touched to be wiped down</li> <li>Reduce the amount of people accessing reception area at any one time</li> <li>Rearrange/remove furniture in reception area to facilitate social distancing.</li> <li>Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area</li> <li>Office to wipe down phones, keyboards etc when leaving</li> <li>Assess the school’s ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, reception staff are protected.</p> | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>SLT</u>         | <u>ONGOING</u>          |                    |
| Poor hygiene practice – specific – office spaces.  | HIGH                              | <ul style="list-style-type: none"> <li>Relocate administrative staff around the site to support social distancing and work off site where possible. Only 3 staff to be in the office at one time at 2m distance. Masks to be worn as much as possible. Only enter if absolutely necessary.</li> </ul>   | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>ADMIN STAFF</u> | <u>ONGOING</u>          |                    |

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|  |                                   | <ul style="list-style-type: none"> <li>Wear a mask to use a phone and wipe down after use. Use the phone in Jo Hart's Office where possible due to extra space available. Again wipe down after use.</li> <li>Wipe down photocopiers after use. And use hand sanitiser before and after use.</li> <li>Ensure distancing is maintained between desks</li> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> <li>Each individual responsible for wiping down equipment such as printers</li> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Staff to reduce contact in communal areas, must take PPA at home, email queries where possible rather than face to face conversations</li> <li>Do not enter Office spaces unless <u>essential</u></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> | HIGH                              | <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>Face masks and/or face shields to be used in communal areas of the school and at collection drop off times. <b>Face masks must be worn where social distancing can't take place, even in bubbles i.e. in communal spaces</b></li> <li>Increase frequency of hand washing</li> <li><b>All parents are encouraged to wear a face covering at drop off/pick up time</b></li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day <b>SEE ANNEX A</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>SEE ANNEX A</b></li> </ul>   | <b>MEDIUM</b>           | <b>POSSIBLE</b> | <b>SLT/CS</b>      | <b>DAILY</b>            |                    |



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|  |                                      | <ul style="list-style-type: none"> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupil's queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in school and take their temperature if they wish to do so</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> <li>• Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>• Staff to make SLT aware if they have to car share. Staff should not share cars unnecessarily.</li> <li>• Parents to contact school with any logistical concerns i.e. siblings etc.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p> |                            |                        |                         |                         |                    |
| Poor hygiene practice – specific – toilet/changing facilities. | HIGH                                 | <ul style="list-style-type: none"> <li>• Staff are encouraged to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in nappy bags</li> <li>• Staff to follow specific intimate care procedures See intimate care policy.</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Restrict numbers of children using the toilets to ensure 2m social distancing is maintained</li> <li>• Provide paper towels instead of blow dryers (less risk of aerosol)</li> </ul>  | <b><u>MEDIUM</u></b>       | <b><u>POSSIBLE</u></b> | <b><u>ALL STAFF</u></b> | <b><u>DAILY</u></b>     |                    |

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|  |                                      | <ul style="list-style-type: none"> <li>Prop doors open where possible to reduce hand contact surfaces, but not fire doors wherever possible</li> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Toilets are cleaned throughout the day</li> <li>Should children need spare clothes during the day, these will be provided from our quarantined clothes in the unisex toilet. Parents will be contacted if children are given spare clothes.</li> <li>Rubber matting on the edge of grass to widen path</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>  |                             |                                    |                          |                            |                    |
| <p>Poor hygiene practice – specific - end of the school day.</p> | <p>HIGH</p>                          | <ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Face masks and/or face shields to be used in communal areas of the school and at collection drop off times.</li> <li>Increase frequency of hand washing</li> <li>All parents to wear a face covering at drop off/pick up time</li> <li>Safeguarding – Staff to use the password system and collection policy guidance if a parent/carers' face covering makes them difficult to identify.</li> <li>Inform pupils and parents of their allocated times for the end of their school day<br/><b>SEE ANNEX A</b></li> <li>Inform pupils and their parents of the allocated exit points and pick up points<br/><b>SEE ANNEX A</b></li> <li>Make it clear to parents and pupils that they cannot congregate prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</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 and potential road closures.</li> </ul> | <p><b><u>MEDIUM</u></b></p> | <p><b><u>POSSIBL<br/>E</u></b></p> | <p><b><u>SLT</u></b></p> | <p><b><u>DAILY</u></b></p> |                    |

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|                                  |                                   | <ul style="list-style-type: none"> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Rubber matting on the edge of grass to widen path</li> <li>Parents to contact school with any logistical concerns i.e. siblings etc.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>   |                         |                 |                    |                         |                    |
| Ill health in school.            | HIGH                              | <ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> <li>A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>A new or continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>Loss or change in their taste or smell.</li> </ul> </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 (see PPE guidance for schools)</li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>Any pupil who displays signs of being unwell is immediately referred to SLT on site and moved to the isolation room or preferably outside where possible.</li> <li>Any staff member who displays signs of being unwell immediately refers themselves to SLT member on site and is sent home (See guidance on Dealing with incidents at school)</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to the isolation room (old staff 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 (adult male) which will be cleaned after use.</li> </ul> | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>JC</u>          | <u>ONGOING</u>          |                    |

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|   |                                      | <ul style="list-style-type: none"> <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 face mask 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 worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• The pupils and staff in the pupil or staff's 'bubble' will all be informed immediately via text message</li> <li>• Following a suspected case, head teachers should follow the guidance in appendix 2</li> <li>• Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p> |                            |                             |                    |                            |                    |
| Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing. | HIGH                                 | <ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils about bubble system and use of infant and junior zones</li> <li>• Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils are facing forwards where possible and that the amount of furniture has been reduced to support social distancing.</li> <li>• Teachers have re-organised their classrooms to ensure children are forward facing where possible.</li> </ul>  | <b><u>MEDIUM</u></b>       | <b><u>POSSIBL<br/>E</u></b> | <b><u>SLT</u></b>  | <b><u>ONGOIN<br/>G</u></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>• Face masks must be worn where social distancing can't take place, even in bubbles i.e. in communal areas.</li> <li>• Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures set out: <ul style="list-style-type: none"> <li>➢ Avoiding contact with anyone with symptoms</li> <li>➢ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➢ Regular cleaning of settings</li> <li>➢ Minimising contact and mixing</li> </ul> </li> <li>• It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group/bubble and that small group stays away from other people and groups/bubbles.</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> <li>• Leaders to consider how best to supplement remote education for children who are quarantining.</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> |                         |                 |                    |                         |                    |
| Mental Health and Wellbeing for pupils and staff | LOW                               | <ul style="list-style-type: none"> <li>• All pupils are returning to school and we would expect leaders and teachers to: <ul style="list-style-type: none"> <li>➢ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn</li> <li>➢ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➢ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils</li> <li>➢ new wellbeing questionnaire completed by staff</li> </ul> </li> </ul>  | <u>LOW</u>              | <u>POSSIBLE</u> | <u>ALL STAFF</u>   | <u>ONGOING</u>          |                    |

| 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>➤ Parents now have a 'who to go to' chart to raise concerns about their children</li> <li>➤ Mental Health and Wellbeing policy is being created for staff and students</li> <li>➤ Mental Health is a focus on the School's Development Plan.</li> <li>➤ School's behaviour policy has been adapted to encourage positive and reward positive behaviour</li> <li>➤ Additional theme days i.e. egg character day, birthday celebrations in class in school built into the curriculum</li> <li>➤ Regular ideas to support mental health are communicated through social media and guidance available on the schools website <a href="http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing">http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing</a></li> <li>➤ Parents' concerns addressed in a timely manner</li> <li>➤ All teaching staff are completing a Level 1 Mental Health Qualification</li> <li>➤ Mental Health Week took place in February.</li> </ul> |                         |                            |                    |                           |                    |
| A pupil is tested and has a confirmed case of coronavirus. | HIGH                              | <p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• The rest of the class/bubble/anyone who is identified as close contact should self-isolate for 10 days from the onset of symptoms or date test taken if asymptomatic</li> <li>• SLT will complete the positive case checklist and contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> <li>• See advice in Dealing with Incident procedure</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>  | <b>MEDIUM</b>           | <b>POSSIBL</b><br><b>E</b> | <b>SLT</b>         | <b>ONGOIN</b><br><b>G</b> |                    |

| Risk Description/Area of Concern   | Level of risk prior to control<br><> | Risk Controls  | Level of risk is now<br><> | Likelihood<br><>           | Responsible person | Planned completion Date   | Line Manager Check |
|--|--------------------------------------|--|----------------------------|----------------------------|--------------------|---------------------------|--------------------|
| Insufficient staff to run face-to-face sessions for pupils.                                | LOW                                  | <ul style="list-style-type: none"> <li>Leaders ensure there are alternative adults in place for cover in the instance that staff have to self-isolate.</li> <li>Remote learning plan created and shared with parents</li> <li>IT to made available to parents who request it</li> <li>Live lessons to be created as required i.e. voice overs on PowerPoint, oak academy, <b>TEAM talks, TEAM interventions</b> etc</li> <li>Parents can communicate via the blog</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>  | <u>LOW</u>                 | <u>POSSIBL</u><br><u>E</u> | <u>SLT</u>         | <u>ONGOIN</u><br><u>G</u> |                    |
| Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection. | HIGH                                 | <ul style="list-style-type: none"> <li>School outdoor areas are divided to ensure students do not mix their 'bubbles'</li> <li>Zones have been created system for pupils arriving and leaving shared lunch space/lessons. Children should re-enter the classroom from the playground via the fire exits to prevent congestion in corridors</li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>Children will eat in their classrooms, rather than move to a common space. Lunches will be delivered to the classroom door and will then head outside via their fire door. Used cutlery to be placed in the used tray and collected by a designated lunch time member of staff</li> <li>Used food placed in big bags, sealed and taken to outside bins</li> <li>Walkie talkies around the school and kitchen to avoid lunchtime staff moving around the school</li> <li>Tables to be cleaned at the end of session</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>Staff are not able to access the staff room but will eat in the hall instead avoiding the areas marked with crosses/tape. Ensuring social distancing measures are adhered to at all times.</li> </ul> | <u>MEDIUM</u>              | <u>POSSIBL</u><br><u>E</u> | <u>ALL STAFF</u>   | <u>ONGOIN</u><br><u>G</u> |                    |

| 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 are to only sit in their bubbles on their allocated tables or sofas. Staff must not rearrange furniture in the hall.</li> <li>Staff must wipe down their table after use</li> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>   |                         |                            |                    |                           |                    |
| Spread of infection in classrooms/shared areas. | HIGH                              | <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 sprayed with disinfectant each evening or washed on a regular basis</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open</li> <li>One window must be fully open at all times.</li> <li>Increase ventilation for 15mins out of every hour.</li> <li>Pupils will be provided with a clear plastic wallet, named, with stationery provided</li> <li>Milton available in classrooms for teachers to use as / when they need to in addition to the caretaker's cleaning throughout the day</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 after use daily.</li> </ul> | <u>MEDIUM</u>           | <u>POSSIBL</u><br><u>E</u> | <u>ALL STAFF</u>   | <u>ONGOIN</u><br><u>G</u> |                    |



| 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>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>Staff to wipe down areas they have touched in the toilet after use. Staff to leave the light switch on.</li> <li>One member of staff at the photocopier and in the art cupboard</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>Sides / areas in the hall for preparing drink MUST be kept hygienic</li> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> <li>Use the new Parents' Evening software to contact parents to avoid multi use of the phones</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p> |                         |                  |                    |                         |                    |
| Poor pupil behaviour increases the risk of the spread of the infection. | HIGH                              | <ul style="list-style-type: none"> <li><b>Pupils are reminded of the behaviour policy on their return to school</b></li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>   | <u>MEDIUM</u>           | <u>POSSIBL E</u> | <u>ST / JC</u>     | <u>ONGOIN G</u>         |                    |
| Pupils with complex needs are not adequately prepared                   | LOW                               | <ul style="list-style-type: none"> <li>Leaders and staff should review individual pupils' handling plans, including the use of PPE (see PPE guidance)</li> </ul>  | <u>LOW</u>              | <u>POSSIBL E</u> | <u>RB</u>          | <u>ONGOIN G</u>         |                    |

| 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 |
|--|-----------------------------------|--|-------------------------|----------------------|--------------------|-------------------------|--------------------|
| for a return to school or safely supported.                                |                                   | <ul style="list-style-type: none"> <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> <li>• Social Stories for ASD children shared through Facebook</li> <li>• Parents now have a 'who to go to' chart to raise concerns about their children</li> <li>• Mental Health and Wellbeing policy is being created for staff and students</li> <li>• Mental Health is a focus on the School's Development Plan.</li> <li>• Mental Health Week taking place in February</li> <li>• School's behaviour policy has been adapted to encourage positive and reward positive behaviour</li> <li>• Additional theme days i.e. egg characters, birthday celebrations in class in school built into the curriculum</li> <li>• Regular ideas to support mental health are communicated through social media and guidance available on the schools website<br/><a href="http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing">http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing</a></li> <li>• Parents' concerns addressed in a timely manner</li> <li>• All teaching staff are completing a Level 1 Mental Health Qualification</li> <li>• Follow T&amp;W PPE guidance</li> </ul> <p>As a result, pupils with complex needs are well supported.</p> |                         |                      |                    |                         |                    |
| Vulnerable pupils and pupils with SEND do not receive appropriate support. | LOW                               | <ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>• Social Stories for ASD children shared through Facebook</li> <li>• Parents now have a 'who to go to' chart to raise concerns about their children</li> </ul>   | <u>LOW</u>              | <u>POSSIBL<br/>E</u> | <u>RB</u>          | <u>ONGOIN<br/>G</u>     |                    |

| 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>Mental Health and Wellbeing policy is being created for staff and students</li> <li>Mental Health is a focus on the School's Development Plan.</li> <li>School's behaviour policy has been adapted to encourage positive and reward positive behaviour</li> <li>Additional theme days i.e. egg character day, birthday celebrations in class in school built into the curriculum</li> <li>Regular ideas to support mental health are communicated through social media and guidance available on the schools website <a href="http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing">http://www.priorsleepprimaryacademy.com/parents-and-carers/mental-health-and-wellbeing</a></li> <li>Parents' concerns addressed in a timely manner</li> <li>All teaching staff are completing a Level 1 Mental Health Qualification</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> |                         |                 |                      |                         |                    |
| Increased number of safeguarding concerns reported after lockdown. | HIGH                              | <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>  | <u>LOW</u>              | <u>POSSIBLE</u> | <u>DSLs</u>          | <u>ONGOING</u>          |                    |
| Emergency evacuation due to fire etc.                              | MEDIUM                            | <ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained (same procedure to be adhered to, ensuring at least 2m between lines) – See new September 2020 Guidance</li> <li>Two Practice fire drills completed</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils</li> </ul>  | <u>LOW</u>              | <u>POSSIBLE</u> | <u>SLT/ALL STAFF</u> | <u>ONGOING</u>          |                    |

| 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, social distancing is maintained in the event of an emergency evacuation.   |                         |                        |  |                         |                    |
| Cleaning is not sufficiently comprehensive.                          | HIGH                              | <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>• Wolverhampton cleaners monitor the standards of cleaning in school and identifies any additional cleaning measures</li> <li>• New 'fogger' machine has been purchased to deep clean half termly and after confirmed cases/illnesses. Solution has been checked with HPH</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Whilst pupils are at break time/lunchtime, Caretaker to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>• 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> <li>• Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p> | <b><u>MEDIUM</u></b>    | <b><u>POSSIBLE</u></b> | <b><u>SLT/ CARETAKER / ALL STAFF</u></b> | <b><u>DAILY</u></b>     |                    |
| Contractors, deliveries and visitors increase the risk of infection. | HIGH                              | <ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• Visitors to scan QR code if they are able to or fill in the visitor questionnaire</li> <li>• If coming into the school site, they are to wear a face covering</li> <li>• Contractors to avoid contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site or use hand gel</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities (unisex toilet)</li> </ul>   | <b><u>MEDIUM</u></b>    | <b><u>POSSIBLE</u></b> | <b><u>ADMIN</u></b>                      | <b><u>ONGOING</u></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>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 if they wish to do so.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>   |                         |                 |                    |                         |                    |
| Professional Visitors            | HIGH                              | <ul style="list-style-type: none"> <li>All visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Pre-questionnaire completed by professional visitor – available from the office. These are kept securely for 10 days, then destroyed.</li> <li>Professional visitor to avoid contact with staff or pupils</li> <li>Visitors to scan QR code if they are able to</li> <li>If coming into the school site, they are to wear a face covering</li> <li>All professional visitors to wash hands on entry to the school site</li> <li>Professional visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which Professional visitor work are cleaned in line with government guidance</li> <li>Professional visitors to bring own food, drink and utensils onto site if they wish to do so.</li> <li>Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul> | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>ADMIN</u>       | <u>ONGOING</u>          |                    |

| 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, any professional visitors are kept safe and the risk to other members of the school is minimised.   |                         |                 |                    |                         |                    |
| Trips                            | HIGH                              | <ul style="list-style-type: none"> <li>No trips are to be undertaken until further notice</li> </ul>   | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>ALL</u>         | <u>ONGOING</u>          |                    |
| After School Sports Club         | HIGH                              | <ul style="list-style-type: none"> <li>JH to meet with all new Crossbar Coaches on arrival to explain safeguarding, drop off, collection etc</li> <li>JH to reiterate school's procedures i.e. mask wearing inside school, handwashing etc.</li> <li>Children to remain in their Year Group bubbles</li> </ul> | <u>MEDIUM</u>           | <u>POSSIBLE</u> | <u>ALL</u>         | <u>ONGOING</u>          |                    |

## ANNEX A

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

#### Arrival to and departure from school

| Year Group | Gate            | Start time                    | Collection time |
|------------|-----------------|-------------------------------|-----------------|
| Pre-School | Pre-School gate | Dependent on sessions booked. |                 |
| Reception  | Reception gate  | 8:40am                        | 3:00pm          |
| Year One   | Underpass gate  | 8:40am                        | 3:00pm          |
| Year Two   | Underpass gate  | 8:50am                        | 3:10pm          |
| Year Three | Oak tree gate   | 8:40am                        | 3:00pm          |
| Year Four  | Oak tree gate   | 8:50am                        | 3:10pm          |
| Year Five  | Underpass gate  | 9:00am                        | 3:20pm          |
| Year Six   | Underpass gate  | 9:10am                        | 3:30pm          |

#### Toilets

Please note sinks to be used by both classes in year groups and the toilets to be used. If a child needs to go to the toilet at a different time THEY CAN, but they will need to be supervised to ensure no one else from a different bubble is in the toilet and the toilets will need to be wiped down using anti-bac wipes by staff – who need to wear PPE.

Stuart will be wiping down the toilets after each year groups timetabled slot.

| <b>Year Group:</b> | <b>Handwashing Sink:</b> | <b>Toilets:</b>              | <b>Timetabled toilet time:</b> | <b>Timetabled toilet time:</b> | <b>Timetabled toilet time:</b> |
|--------------------|--------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Hub (when used)    | Own sink                 | Disabled toilet in Preschool | As and when                    | As and when                    | As and when                    |
| Preschool          | Preschool toilet sink    | Preschool Toilets            | As and when                    | As and when                    | As and when                    |
| Reception          | New Reception Toilets    | New Reception Toilets        | As and when                    | As and when                    | As and when                    |
| Year One           | Outside B8               | Infant Toilets               | 10.05                          | 11.20                          | 2.00                           |
| Year Two           | Outside B6 and in B5     | Infant Toilets               | 10.20                          | 11.30                          | 2.10                           |
| Year Three         | Outside B3/4             | Junior Toilets               | 10.35                          | 11.50                          | 2.00                           |
| Year Four          | Outside B1/2             | Junior Toilets               | 10.40                          | 12.00                          | 2.10                           |
| Year Five          | Classroom                | Portaloo                     | As and when                    | As and when                    | As and when                    |
| Year Six           | Classroom                | Own toilets                  | As and when                    | As and when                    | As and when                    |

### **Breaks and Lunch**

Playtime classes alternate and choose who goes out for each session. Each year group will need to create a timetable of who is on duty for each session. Children will need to be lined up and taken back into class via Fire exits where possible, this will prevent traffic in corridors. The children will need to be in before the next year group goes outside. DO NOT send the children outside without an adult and without ensuring that the other year group has entered the building.

First Aid will be dealt with by the Year Group team and you will need to alert the Office if a phone call home is required – any head bumps MUST have a phone call home and if First Aid is administered then it must be written down in your First Aid Book, which MUST be stored in the Office before and after each playtime.

| <b>Year Group:</b> | <b>AM Break:</b> | <b>Area:</b>        | <b>PM Break:</b> | <b>Area:</b>        |
|--------------------|------------------|---------------------|------------------|---------------------|
| Hub                | As and when      | H grass             | As and when      | Hub grass           |
| Preschool          | As and when      | Preschool play area | As and when      | Preschool play area |
| Reception          | 10am             | Main Playground     | 2.00pm           | Top Playground      |
| Year One           | 10.15am          | Main Playground     | 2.15pm           | Top Playground      |
| Year Two           | 10.30am          | Main Playground     | 2.30pm           | Top Playground      |
| Year Three         | 10.45am          | Top Playground      | N/A              | N/A                 |
| Year Four          | 11.00am          | Top Playground      | N/A              | N/A                 |
| Year Five          | 10.45am          | Main Playground     | N/A              | N/A                 |
| Year Six           | 11.00am          | Main Playground     | N/A              | N/A                 |

**All food and packaging from lunchboxes must go home with the children**

## Dos and Don'ts - Staff

### Daily Reminders:

- Have one member of staff greeting the children and another in the class
- Make sure all the doors and windows are open in the classroom
- If a child is distressed, ask the parent to go for a walk and come back in a few minutes.
- Give children a specific seat to sit at
- Remind children to wash their hands-on arrival, after the break if they have consumed food, before and after lunch and before the end of the day
- Keep a reasonable distance between yourself and the children. Wash your hands or use sanitiser, before and after any direct physical contact (e.g. helping a child with their shoelaces etc.)
- Share and reiterate rules and expectations of social distancing to the class regularly and in an age-appropriate manner
- When walking through tighter areas of the school corridor's stop and wait for people to pass, maintaining a reasonable distance
- Do not hug or shake hands with children, parents, or colleagues
- Do not cross in tight corridors (the main office to Base 5 and Base 5 to the fire exit).
- Do not take breaks in the staffroom
- Use the facilities in the staffroom to make hot drinks but take breaks and eat lunch in the hall.
- Even in bad weather, ensure at least one window is open
- Keep your lunch out of the staffroom where possible. Use fridges located near to your bubble to store food.
- We encourage you wear visors when handing over children

### Toileting:

- Do not allow Reception and Year 1 children to access the toilets independently. Use scheduled toilet breaks throughout the day.
- Stay outside the toilets and check children have washed their hands for 20 seconds
- Once children have finished, direct them to return to the class via the outside door and fire exit.

### First Aid:

- Attend to and record all first aid issues in the classroom in the year group first aid book
- Email the office if there has been a head injury or someone needs to be collected
- In the event of an emergency seek assistance from the office

### Parents:

#### DO

- Talk to your children to let them know that school will be running very differently to what they are used to
- Check your children's general health before bringing them to school, ideally by taking their temperature
- Ask your children to wash their hands as they leave home for school
- Remind your children to socially distance where possible
- Ensure that if your children have long hair, it is tied up
- Make sure you adhere to the rule of six at all times



- Monitor your children and ensure they're not mixing with other year groups
- Leave the site as soon as you can to ease congestion
- Wait in your car until your allocated pick up time
- Make sure that your children wear clean uniform on the days they are in school
- Staff will not exit the gate to
- Make sure your children come into school in their PE kit on PE Days
- Provide your child with their own clean water bottle each day
- Drop your child off at the allocated place and time:

| <b>Year Group:</b> | <b>Time:</b> | <b>Gate:</b>            | <b>Adult:</b>  | <b>Additional Adults:</b> |
|--------------------|--------------|-------------------------|--|---------------------------|
| Hub                | 9:00am       | Preschool Gate          | HUB Staff  | N/A                       |
| Preschool          | 8.45am       | Preschool Gate          | Preschool staff  | N/A                       |
| Reception          | 8.40am       | Main Entrance           | Class teacher shuttle system with an adult in class.     | N/A                       |
| Year One           | 8.40am       | Underpass gate          | Class teacher shuttle system with an adult in class.     | N/A                       |
| Year Two           | 8.50am       | Underpass gates -       | Class teacher shuttle system with an adult in class.     | N/A                       |
| Year Three         | 8.50am       | Oak tree gate - SWOPPED | Children to walk to door.                                | SLT on gate.              |
| Year Four          | 9.00am       | Oak tree gate           | Children to walk to door.                                | SLT on gate.              |
| Year Five          | 9.00am       | Underpass gate          | Class teacher shuttle system – children to walk to door. | Year Group TA on gate.    |
| Year Six           | 9.10am       | Underpass gate          | Class teacher shuttle system – children to walk to door. | Year Group TA on gate.    |

| <b>Year Group:</b> | <b>Time:</b> | <b>Gate:</b>              | <b>Adult:</b>  | <b>Additional Adults:</b> |
|--------------------|--------------|---------------------------|--|---------------------------|
| Hub                | 3:20pm       | Preschool Gate            | HUB Staff  | N/A                       |
| Preschool          | 3:30pm       | Preschool Gate            | Preschool staff  | N/A                       |
| Reception          | 3:00pm       | Main Entrance             | Class teacher shuttle system – children to walk to door.   | N/A                       |
| Year One           | 3:00pm       | Underpass gate            | Class teacher – lined up in two class lines on each side of the gate and passed to parents – passwords used as needed. | N/A                       |
| Year Two           | 3:10pm       | Underpass gates - SWOPPED | Class teacher shuttle system – children to walk to door.   | N/A                       |
| Year Three         | 3:10pm       | Oak tree gate - SWOPPED   | Parents to approach classroom door when instructed   | SLT on gate.              |
| Year Four          | 3:20pm       | Oak tree gate             | Parents to approach classroom door when instructed   | SLT on gate.              |
| Year Five          | 3:20pm       | Underpass gate            | Class teacher shuttle system – children to walk to door.   | Year Group TA on gate.    |
| Year Six           | 3:30pm       | Underpass gate            | Class teacher – lined up in two class lines on each side of the gate and passed to parents – passwords used as needed. | Year Group TA on gate.    |

- Arrive only at the allotted time and leave promptly

- Maintain social distance from staff, other children and each other
- Only have one parent for collection and drop off to school
- Ring or email the office if you have queries about your child do not approach any members of staff
- Minimise the number of items your child brings into school, and ensure it is named

#### **DO NOT**

- Send your children to school if they are at all unwell, if they have an elevated temperature or if someone in your house is unwell and showing signs of COVID19
- Enter the school building at start of end of the school day

#### **What happens if someone becomes unwell at an educational or childcare setting?**

- If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they should be moved, if possible, to a room (the staff room) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window (or fire door) should be opened for ventilation.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (the gents toilets) if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- What happens if there is a confirmed case of coronavirus in a setting?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to attend the TTP. Their fellow household members should self-isolate for 10 days if they test positive. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should attend the TTP and be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

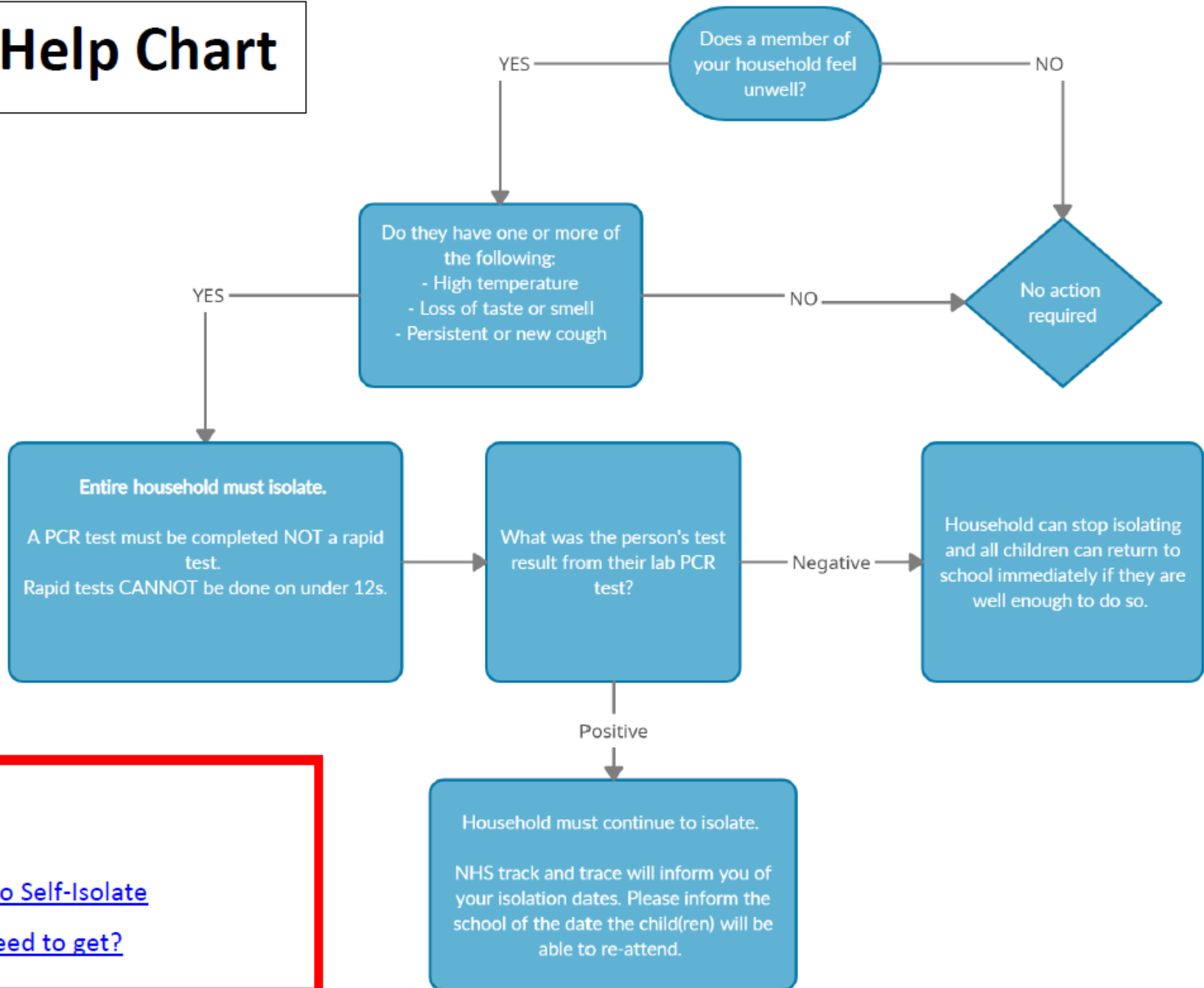
**If a child or an adult presents with symptoms of Covid19;**

- a child they must be placed in isolation (the staff room), which should be well ventilated,
- if they are a member of staff they must leave school as soon as possible,
- staff should wear PPE whilst around the person displaying symptoms,
- they should only use the gents toilets, which must be thoroughly cleaned after use,
- they should be sent for testing (anyone over the age of five is eligible from 1st June),
- they should isolate until test results come back,
- if test results come back positive for Covid19 all members of the bubble must be tested and isolate for 10 days,
- any areas they have accessed must be deep cleaned.
- As an academy we will contact all members of staff and families within each bubble to inform them of a suspected case of Covid19 and to ask them to monitor family members for symptoms.

We will also contact all members of staff and pupil's families if a member of the bubble test results are positive for Covid19.



# COVID Help Chart



## Useful Links:

[Get a test](#)

[When and how to Self-Isolate](#)

[What test do I need to get?](#)

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](https://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>