

Woodhouse Primary Academy - FULL SCHOOL RETURN - COVID-19: September 2020

Whole School Risk Assessment

Completed by Oliver Wilson: 13.7.2020

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform Parents of the entrance and exit points in advance to the new term starting by letter, created page on school website notified by text in July, and also in September. • Both entry gates used, but for specified year groups and times staggered over 30 minutes. Y3, 4, 5 to enter through the front gate (Woodhouse road entrance). Y6 to enter via the carpark (Carpark to be locked down and vehicle gate partially closed for window surrounding arrival time. YN, YR, Y1 and Y2 to enter via the cinder path (Ridgeacre Road Entrance). RR children to enter via the rear RR gate as agreed with parents. This will be staffed on a rota. • One-way system in use at both gates, Parents in Y2-6 do not enter site, Y1-N parents to follow 1-way system to drop children at classrooms as currently established. • Signage on entrances will remind parents of: <ul style="list-style-type: none"> ○ which year group uses the entrance / exit and what times ○ that a one-way system is in place and must be adhered to ○ that 2m social distancing should be adhered to (cones and floor markings are a visual reminder of this) • Parents will also be encouraged to move through the one way system swiftly to avoid congestion or delay. • 2 metre rule to be encouraged through existing and new signage, as well as staff reminders, also through communication with parents from school. Parents will not wait on school premises before or after school at any point. Where this can't be enforced a 1 metre rule to be adhered to. • Parents will not be permitted on to the school site and should leave their child at the entrance gate as above (other than for Y1 (initially) and EYFS). • Staff will monitor entrance and control access. • Siblings will arrive with the oldest sibling, who will support families by delivering younger children to their entrance. 	Med Constrained by the lack of entrance options to our school site. Children will not be in class bubbles at this point, but distance controls will mitigate for this.	Yes	

			<ul style="list-style-type: none"> • Each year group will have a designated entrance into school and where possible, one per class. • Parents wishing to talk to staff will be able to use the school text number, contact email address (both manned by Learning Mentor), can leave a message with the staff member at the entrances or call the school office. If more serious, they must make an appointment to do so. 			
School Uniform	Children	Infection Control	<ul style="list-style-type: none"> • Children are encouraged to attend school in school uniform as these are easily cleaned (washing machine) – some flexibility in the first few days for some families – make use of school uniform stock and Greggs hardship fund. • They do not require cleaning any more than usually. • Children to attend in PE kits on PE days to remove the need for PE kits to be brought separately, remove the challenge of changing, increase learning time. On PE days: trainers/pumps, dark/black tracksuit bottoms, WPA PE top as currently, school jumper. • Coats on named pegs only. No bags other than to bring lunch boxes to school. 	Low	Yes	
Dedicated School Transport	Children Driver	Risk of Infection	<ul style="list-style-type: none"> • Some EHC children are brought to and from school by SENAR provided dedicated school transport which is not used by members of the public. 1x Minibus and 1x Taxi, will arrive in school carpark and children will be admitted through a separate entrance as currently. • SENAR transport socially distanced, with guides following a range of safety measures with the children. • Organised queuing and boarding already established and supported by staff. • Hand Sanitiser to be available for use on boarding/disembarking 	Low	Yes	
Wider Public Transport	Children Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle (safe use of bike shed to be considered) or walk. • Very few families use public transport, where they do support given to encourage use of masks, limiting exposure wherever possible and with meeting arrival stagger times. • Children to arrive at staggered times, but will not avoid peak travel times. • Children will wash hands as soon as arrive at school, hand sanitiser available at all times for children in every bubble space. 	Low	Yes	
Face Masks	Children Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Signs or posters in place on how children remove face masks correctly, as well as information given to parents in letter and on website prior to start of new term with regular reminders. • Removal of face masks at the school gate for Children and Staff. • Staff and Children to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. 	Low	Yes	

			<ul style="list-style-type: none"> Masks to be kept in this bag during the school day. 			
All year groups returning to school	Children Staff Parents Others	Risk of Spread of Infection due to large groups of children	<ul style="list-style-type: none"> Wider spread mitigated against by remaining separate as much as possible. Staggered start times for all children and families, including different entrances. Children kept in consistent class bubbles, in consistent indoor spaces which are not used by other children on the same day. Each class to have their identified breakout space to be used if a member of staff is working with a group of children. These areas will be communicated to all and no other bubble will have access. Set up will ensure adults can work with children whilst observing social distancing Outdoor spaces separated to allow class bubbles to remain distant. 4x areas in each of the playgrounds allowing 2 year groups to be on a playground at the same time Modification to lunchtimes and break times to enable class bubbles to remain distant – including entrances and exits. Staff movement between bubbles limited wherever possible, e.g. longer support for 2 days, instead of 4x shorter sessions over 4 days – where this meets the educational/health needs of the child. Quick and efficient response to child/adult with symptoms to limit wider exposure. 	Low		
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff receiving children to remember the 2-metre rule at all times, on the few occasions this is not possible, to remember 1 metre+. Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) All children must wash their hands on arrival to school and make use of hand sanitiser at entrances and in all learning spaces. All classrooms have sinks which can enable regular hand washing throughout the day. 	Low	Yes	
Children bringing equipment into school	Staff Children Others	Risk of spread of infection	<ul style="list-style-type: none"> Children and Parents informed to keep items brought into school to a minimum, only: <ul style="list-style-type: none"> Outdoor coat/clothing Lunch box Drink bottle permitted in school from September. Procedure for mobile phones (Y5/6 children who walk home alone only) established so children no longer bring these to one location. Office team collect and distribute these once children have placed them in their named, sealable phone bag. Staff member to move tray/box, not make contact with phones, which are then locked in cupboard. 	Low	Yes	

Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classroom must be set up where possible with all desks forward facing and side to side seating. In YN, YR and (partly) Y1, continuous provision is arranged in such a way that children work side to side, not face to face – using experience of current provision, but extending to full class provision. The teacher's desk/chair must be kept 2 metres away from the children's tables/desks. Teacher spaces marked by taped areas, as currently. Tissues available in each classroom for children to use when coughing or sneezing and they must go into a closed bin after one use. 'Catch it, bin it, kill it' to be encouraged, posters in each class to reinforce message Cleaning station in each classroom for use as necessary. Children in 6L use toilet sinks for handwashing. Handwashing station in each classroom for use as necessary. 	Low	Yes	
Class / Year Groups	Staff Children	Infection Control	<ul style="list-style-type: none"> Children are to be kept in their class bubbles and not to mix with other bubbles. 	Low	Yes	
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching, make use of marked out teaching area. Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles. Children old enough to understand will be informed not to touch staff and their peers where possible. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Removal of any unnecessary furniture. 	Low	Yes	
Use of school resources in individual bubbles	Staff Children	Infection Control	<ul style="list-style-type: none"> Where possible keep the use of resources to each allocated bubble. Children should use their own individual pencils, pens and resources which will be kept in their trays. These will be labelled if appropriate. They will not share these resources. All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. Increased cleaning of surfaces throughout the day. 	Low	Yes	
Use of school resources shared between bubbles or classes	Staff Children	Infection Control	<ul style="list-style-type: none"> Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. PE equipment to be treated as above. 	Low	Yes	

Taking items/resources home	Staff Children	Infection Control	<ul style="list-style-type: none"> Children: No items to go to/from school other than: <ul style="list-style-type: none"> Outdoor coat/clothing Lunch box Drink bottle Staff: Limit items to go home, and clean where possible. Complete e.g. marking on site in school wherever possible. 	Low	Yes	
Assemblies Collective Worship	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Keep assemblies and worship separate to individual bubbles initially. Make use of Zoom/similar for delivery wherever possible. If delivered by staff member, remain 2 metres away where ever possible. 	Low	Yes	
Educational Visits	Staff Children	Infection Control	<ul style="list-style-type: none"> Autumn term: no external trips planned. When allowed: Make use of outdoor spaces in local areas Full suitable and sufficient risk assessments to be put in place for each trip 	Low	Yes	
SEND Children	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children who have complex needs or who need close contact care, will continue as normal. Detailed SEND RA carried out at a per pupil level to ensure the educational needs and responsibilities are met at all times. Risk assessment will be ensure staff who care for these children do not have any medical conditions which may put them in an at risk category. Clear communication carried out with BCC SENAR to ensure that provision is able to be met, especially for those children with EHC and Support Plans. Clear communication around SENAR funded pupil transport as above. 	Med	Yes	<p>Detailed SEND RA mitigates risks as much as possible.</p> <p>Regular contact with parents to support this</p>
Attendance in schools	Children	Education suffering	<ul style="list-style-type: none"> Restart the positive work which so improved attendance at Woodhouse in recent years. Ensure that all parents understand that it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Remind parents of their duty to secure that their child attends regularly at school where the child is a registered child at school and they are of compulsory school age; offering appropriate support where necessary. Continue with usual school responsibilities to record attendance and follow up absence as per attendance policy. Work with families to encourage and support attendance, offering support of family support worker, SARMeetings and, if appropriate, issue sanctions, including fixed penalty notices in line with LA code of conduct. 	Low	Yes	
Use of Supply teachers and other staff	Staff Children	Risk of Infection	<ul style="list-style-type: none"> Supply staff used from usual supplier, where possible familiar staff to the school, where possible staff booked for Supply staff informed of the arrangements in place through a short induction process. 	Low	Yes	

			<ul style="list-style-type: none"> Supply staff to cover staff in a single class bubble where this cannot be covered by existing school staff, preferably from within the class bubble, then year group bubble, then wider school. 			
Before and After school clubs	Children Staff	Infection Control	<ul style="list-style-type: none"> School to resume Before and After School Provision with appropriate adaptations. BASC takes place in dining hall, making full use of space so that all attendees can be spaced apart. Children to remain in class bubbles within BASC, with staff keeping distance wherever possible. Collection and drop off as normal, using front external gate and intercom system. Consistent staff deliver before and after care provision to reduce risk. Free breakfast provision not running from September, until risk is reduced and measures can decrease. 	Low	Yes	
Music Lessons	Children Staff	Singing Playing an instrument	<ul style="list-style-type: none"> Good Ventilation required in each classroom. Class delivery in one single class bubble only. Small group instrumental teaching: No elective lessons at the start of term, to be reviewed following half term in line with SFE RA and UWMAT guidance. Whole class instrumental teaching: Schools will have access to a suite of 7 x 30 minute pre-recordings which are instrument/class music specific delivered by SFE staff, who will only enter 1x bubble to teach at distance Videos delivered will sit on SFE Online learning Platform. String and Woodwind instruments will not be used in whole class settings for the first half term. The teacher will be present to deliver curriculum music instead of instrumental WCIT. WCIT instruments will be cleaned through the first half term in readiness for November 2nd or sooner if allowed. We will use a selection of Milton, Chlorhexidine wipes or hot soapy water to thoroughly clean. SFE Teachers will lead a music session based on the curriculum and spend time on rhythm activity along with listening and questioning Singing in whole class sessions will be replaced with humming and a 'speaking voice' approach to aid the children's learning. On leaving the classroom/designated teaching space, the teacher will wash their hands and apply hand sanitiser. No choir rehearsals until further notice, either Y2-6 choir or Y1 choir. No assemblies for singing to take place in. Review delivery of music at regular intervals to enable a return to key curricular provision as a matter of urgency, but only when deemed safe to do so in consultation with UWMAT and SFE. 	Low	Yes Also use of SFE RA	
Physical Activity	Children Staff	Infection Control	<ul style="list-style-type: none"> PE delivered in single class bubbles, without mixing of these. 	Low	Yes	

			<ul style="list-style-type: none"> • PE specialist Teacher (CM) to remain socially distant as much as is possible if teaching more than one bubble in a day. Make full use of bubble staff for any contact necessary. • Provision planned by CM for all staff to deliver to meet needs of PE curriculum, whilst remaining safe. • Full use of AFPE subject specific guidance to enable safe delivery of PE curriculum. • Outdoor sports where possible and contact sports avoided. • If using the hall, ensure that windows are open provided weather allows. • Maximise distance between children through planning and delivery. CM to work with teachers to share strategies and planning which enables this as often as possible. • Equipment used must be scrupulously cleaned after each use, with use of the PE store to allow equipment to have fallow period before being cleaned. • Encourage activities such as active mile as time/space allows. Children to complete activity in class bubbles only. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. • Year groups to use certain coloured toilets as currently, to reduce cross contamination risk. • Toilet areas cleaned on a regular and frequent basis. • Paper towels continue to be used. Hand dryers remain turned off. • Sanitiser available in every class, children encouraged to sanitise regularly but in particular when returning to the classroom after leaving for any reason, but specifically using the toilet 	Low	Yes	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Break times delivered in a staggered fashion so that children remain in class bubbles during all outdoor break times. • 5 minute gap between breaks, so that there is no accidental cross over of class bubbles. • Each class bubble has an outdoor space which is theirs alone for the break time. • Reception playground can be split into two. • Nursery have own playground. • KS1 and KS2 playgrounds can be split into 4, allowing for 2 year groups to have outdoor play at the same time (one class per section). • Each class will have a small amount of play equipment in a clearly labelled container that will only be used for their bubble. The equipment will be easily cleaned after each use. 	Low	Yes	

			<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside, supported with this by the staff on duty. • Staff on duty supervise children from across class bubbles from distance. • Staggered break times for individual bubbles or year groups if space is an issue. • As established, make use of Look at providing activities which can abide by the social distancing rules. • Supervising staff must keep a 2-metre distance from each other at all times where possible, but able to supervise wider area than their class bubble. 			
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Establish use of 3 separate spaces for staff to make drinks. Each has hot drink facility, microwave and fridge. • Minimise the use of staff rooms where possible – staff encouraged to use outdoor space if weather allows. • Staggered break times and lunch times enable staff to stagger use of these spaces and limit staff at any one time. • Signage to remind staff to be distant where possible. • Staff must sit at least 2 metres apart from each other • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • Staff must be able to heat food and make a warm drink using one of the spaces. 	Low	Yes	
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles are to be cleaned with a disinfectant or disinfectant spray through enhanced cleaning routine by cleaning staff. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all cloths in a closed bin and empty on a regular basis. • Toilets cleaned before and after break times especially in line with enhanced cleaning throughout the day. 	Low	Yes	
Lunch breaks	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • At lunchtime, children are to remain in their class bubbles. • Rota system in place for children to eat a hot meal/sandwiches in classrooms (Y1-6) or specific area of the dining hall (where class space is not appropriate: YN, YR and Rainbow Room). • Children to handle their own lunch boxes at all times. If staff need to touch them, to use gloves provided. • Lunch grab box meals provided to each eating space in appropriate warm box, which is sanitised between each use. • Rota system allows delivery of food to be staggered to each classroom/eating space by kitchen team. • Rota system allows children to be in their own zone of the playground without any mixing of class bubbles. • Each class bubble of children using the dining hall to use a dedicated and consistent area of the dining hall. 	Low	Yes	

			<ul style="list-style-type: none"> • Tables and chairs to be cleaned after each lunch time. • Lunchtime staff and kitchen staff to maintain social distancing where possible from children. • Lunchtime supervision carried out by TAs/pastoral/non-class based staff where possible, supplemented by Lunchtime Supervisors. • Lunchtime supervisors can supervise multiple class bubbles outside, by retaining distancing where possible from children. • Medical issues dealt with by office as below. • Walkie-talkies to be used by LTS to alert staff indoors if they need support. • Regular updates and reminders for LTS team in relation to safe working. 			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. • Be side to side where possible. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact. 	Low	Yes	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids. <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact. <p>CHILDREN</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands after contact. 	Low	Yes	
First Aid & Medication	Staff Children Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). • Any dressings used to be double bagged/disposed of in infection bins. • Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). • Children to be socially distanced if need to be sat outside office. Chairs as currently set up. 	Low	Yes	

			<ul style="list-style-type: none"> • Staff to try to be side to side when administering first aid to limit exposure. • Plastic bench wiped/cleaned between use. 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) <ul style="list-style-type: none"> ○ Wear gloves ○ Wear an apron ○ Wear a mask ○ Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) ○ Soiled clothes to be double bagged and given to Parents on collection of child. ○ Staff must wash their hands once gloves and masks are removed • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 	Low	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider short contact only. • Aim for side on, rather than face to face. • Wash hands after contact. 	Low	Yes	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Response to be led by behaviour team. • Follow school behaviour policy and provide support for child. • School behaviour policy is being updated July 2020. It will include an addendum that is specific to COVID-19 and children observing new (COVID-19 specific) rules and routines • Where possible allow the child to vent their frustrations. • Where possible allow child to be in a room away from others or preferably outside. • Where possible follow social distancing when resolving issues. • If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear face coverings. 	Low	Yes	
Children who are shielding	Children	Risk of infection	<ul style="list-style-type: none"> • A small number of children will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of children who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. 	Low	Yes	

			<ul style="list-style-type: none"> • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some children no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. • Where a child is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	<ul style="list-style-type: none"> • from 1 August, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	Low	Yes	

Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people. Expectant mothers risk assessments must be carried out and risk control measures put in place. Non currently in school. 	Low	Yes	
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	Low	Yes	
Families anxious returning children to school	Children	Concerns Worry	<ul style="list-style-type: none"> Schools should bear in mind the potential concerns of children, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. Arrange telephone, Zoom. Or face to face meetings with Parents to support their child’s return. Provide reassurance and offer what support is appropriate. Make it clear it is compulsory school age children attend school unless a statutory reason applies. Continue to work with families to support successful return, making use of school procedures for absence. Engage family support worker as needed. 	Low	Yes	
Use of Outdoor Play Equipment (YR Play area, YN Play area, RR Play area.)	Children	Risk of Infection	<ul style="list-style-type: none"> Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to children using, as per Summer H&S inspection. To be used by separate chosen bubbles only, one at a time. Limit the number of users on the equipment at any one time. <p>Sanitise frequently touch point areas:</p> <ul style="list-style-type: none"> playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames semi enclosed playhouses or huts for small children enclosed crawl through ‘tunnels’ or tube slides exercise bars and machine handles on outdoor gym equipment entry and exit points such as gates seating areas such as benches and picnic tables refuse areas/bins <p>Equipment to be sanitised between each bubble use where possible.</p>	Low	Yes	

			<p>Children to clean / sanitise hands prior to use and after use.</p> <ul style="list-style-type: none"> Remind children not to put hands near mouth or nose. <p>No food or drink to be consumed when using any outdoor equipment.</p> <p>Signs informing Parents</p> <ul style="list-style-type: none"> Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for children when in school. <p>Children with Additional Needs</p> <ul style="list-style-type: none"> May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. Children with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p> <ul style="list-style-type: none"> Ensure staff only supervise their child bubbles Staff to have a supply of sanitising equipment and if required PPE 			
Use of Outside Gyms – Trim Trail (KS1 playground)	Children	Risk of Infection	<ul style="list-style-type: none"> Initially, outdoor gym area: Trim trail to be out of bounds as currently due to challenge of cleaning between use. If this changes later on then: <ul style="list-style-type: none"> Follow the same control measures as above plus: <ul style="list-style-type: none"> for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other. 	Low	Yes	
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> As arrival. YN, YR and Y1 (initially) parents follow one way system to collect their children. No other adults on site. One way system in place with a staff members supervising outside to inform Parents to abide by the 2 metre social distancing rule. Staggered leaving times for each year group. Children to be with their class teachers near to the exit (eg by Y1 fence for cinder path, by rock garden for Woodhouse Road exit. For years 2- 6 (and moving towards 1) as parent reaches end of path before turning in one way system their child is sent out to them. Parents to be encouraged to move swiftly through the one way system once they have collected their child. In event of very poor weather children released when Parent is next in queue and child will be fetched from classroom. Consider radio communication to staff in classrooms. 	Med	Yes	<p>Constrained by the lack of entrance options to our school site.</p> <p>Children will not be in class bubbles at this point, but distance controls will mitigate for this.</p>
Children leaving at the end of the school day. Walking home alone or not	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Only agreed Year 5 and Year 6 children able to do this. Children to be informed of the requirement to maintain social distancing when leaving school. Staff on duty outside to ensure children leave in a safe manner. Staggered departure times as above. If children do not follow expectations, discussion with parents, with option to withdraw permission for child to walk home alone. 	Low	Yes	

being collected by Parent						
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents wishing to talk to staff will be able to use the school text number, contact email address (both manned by Learning Mentor), can leave a message with the staff member at the entrances or call the school office. If more serious, they must make an appointment to do so. Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Parents will be discouraged in congregating around the school site. 	Low	Yes	
Awareness of policies / procedures / Guidance	Staff Children Others	Inadequate information	<ul style="list-style-type: none"> Full staff training on policies, procedures and guidance is given in September. Particular focus on staff who have not been in school regularly. All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> Public Health England Gov.co.uk NHS DfE Department for Health and Social Care The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Children are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 	Low	Yes	
Poor hygiene practice	Staff Children Others	Ill Health	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. On entry to school, all children and adults are reminded to wash their hands. 	Low	Yes	

			<ul style="list-style-type: none"> • Before any meal time/eating, children and adults are reminded to wash their hands. • Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all classrooms, toilets and kitchen areas. Hand driers not currently in operation. • Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Children are forbidden from sharing cutlery, cups or food. Individual meal grab bags are available at lunchtime, cutlery is not allowed. Each child to have their own, named bottle to drink from. No cups in use by children in school. • <i>(If used in the future: All cutlery and cups are thoroughly cleaned before and after use.)</i> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
Track and Trace	Staff Children Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • If a child or member of staff or others are showing symptoms they must go home immediately to self-isolate. • The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. • All children can be tested (including children under 5). • Details of testing locations and how to undertake booking of a test to be shared with families – more support offered in relation to this if appropriate. • They should provide details of close contacts if they test positive or if asked by NHS track and Trace. • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 	Low	Yes	
Testing Negative	Staff Children Others	COVID 19	<ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. • They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • If this is a child, discussion will take place to facilitate a return to school when appropriate. 	Low	Yes	

Testing positive	Staff Children Others	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. • Other members of their household should continue self-isolating for the full 14 days. 	Low	Yes	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with schools in this situation to guide them through the actions they need to take. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for up to 14 days, or until tested and negative, since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of children and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping children). This should be a proportionate recording process. Schools do not need to ask children to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. 	Low	Yes	

			<ul style="list-style-type: none"> Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local PHE health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	Low	Yes	
Ill health	Staff Children Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any child or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. 	Low	Yes	

			<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if children' symptoms worsen. • The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed or the receipt of a negative test, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. School medical staff keep this already established list up to date. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of children who are vulnerable to infections. • Any additional provisions for children who are vulnerable to infections are put in place by the headteacher, in liaison with the child's parents where necessary. 	Low	Yes	

<p>Poor management of infectious diseases</p>	<p>Staff Children Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Details of testing outcomes are shared before a child will return to school. • The school is informed by children' parents when children return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • Business manager monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus. 	<p>Low</p>	<p>Yes</p>	
<p>Lack of communication</p>	<p>Children Staff Parents Others</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> • School staff follow procedures for any suspected coronavirus symptoms as shared in staff training. Initial staff response is to report to the office ASAP. • Office team will remove child from class to safe location (Front office/outside) where they can be monitored. Increased cleaning in room child has come from, including any resources/materials used by that child. • The office staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • Protocols followed in relation to contacting parents, to arrange for testing to be carried out and ensuring educational provision whilst child is not in school. • The head teacher contacts the local PHE HPT or follows the advice given from PHE and discusses if any further action needs to be taken, including with UWMAT. • Schools put into place any actions or precautions advised by their local PHE HPT. • Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary. 	<p>Low</p>	<p>Yes</p>	
<p>Cleaning while school open</p>	<p>Staff</p>	<p>Infection Control</p>	<ul style="list-style-type: none"> • Enhanced cleaning routines continue as currently. 3x staff cleaning throughout the day, with a significant focus on: • All hard surfaces to be cleaned on a regular basis, this will include: <ul style="list-style-type: none"> ➤ All door handles and contact points around school. ➤ All tables and chairs used by staff and children when children not using these. ➤ Toilet flushes and regular cleaning of toilets, including emptying bins and replenishing hygiene supplies. 	<p>Low</p>	<p>Yes</p>	

			<ul style="list-style-type: none"> All classrooms to have cleaning supplies to include spray disinfectant, cloths, tissues, gloves and where possible disposable cloths. If disposable cloths are not available, use once and then put in wash. Regular cleaning of surfaces encouraged for all staff as this will reduce the risk of the virus spreading in school. Full clean of school site taking place each evening. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. Site manager has established protocols for COVID contaminated waste which are followed by cleaning team. 			
Estates	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> Site Staff to ensure school is safe and ready for opening in Autumn term including undertaking maintenance delayed by COVID19. Scheme of works planned and carried out over the summer weeks to ensure school is ready for the full opening. All statutory testing and in-house testing carried out. Ensure the full stocking of cleaning and hygiene resources necessary, with reserves of these in place. Ensure that there are plenty of wash areas for staff and children to wash hands and that these are well stocked. Ensure Legionella risks have been managed and all appropriate testing carried out. 	Low	Yes	
Statutory Tests and Inspections	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> Where possible, these take place outside the time when most children are in school – as is currently the case. All visitors to school sign wellness declaration and share contact details. All visitors reminded of social distancing and hygiene measures in place. Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 			
Contractors in school	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> Only planned contractors in school are for routine inspections and checks. Where possible, these take place outside the time when most children are in school – as is currently the case. All visitors to school sign wellness declaration and share contact details. All visitors reminded of social distancing and hygiene measures in place. Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no children or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. 	Low	Yes	

			<ul style="list-style-type: none"> Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Emergencies	Staff Children	Infection Control	<ul style="list-style-type: none"> All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required. Children' parents are contacted as soon as practicable in the event of an emergency. Staff and children' alternative contacts are contacted where their primary emergency contact cannot be contacted. September reminders to families to update contact details. Updated BROMCOM with any new contact details. 	Low	Yes	
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> Have regular keep in touch meetings/calls with all staff, particularly on September return. Staff have already completed a confidential response to well-being questions relating to September and full opening requirements. OW to make contact with staff who have been working at home to talk about any work issues and reassure about September. Continue to talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through, including minor concerns and worries. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Staff reflections feed into risk assessments as before. Regular updates and details of plans shared with all staff, so that they are updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours. Expectations of significant break over the summer made with all staff. Staff well-being signposting given regularly through meetings and weekly briefing. Support staff where help is needed and requested. Discuss further options with HR if further support is necessary. 	Low	Yes	
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> HT discussed leave arrangements throughout July with staff before the end of the summer term to inform planning for the autumn term. Staff going abroad only on pre-booked/long arranged trips e.g. honeymoon – destinations: Spain and Italy. Currently no quarantine arrangements in place for this. Other staff aware of need to take possible disruption into account. 	Low	Yes	

			<ul style="list-style-type: none"> • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. • Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 			
Volunteers in school	Children	No DBS checks	<ul style="list-style-type: none"> • Volunteers currently in school already hold a valid DBS check. • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. • Mixing of volunteers across groups will be kept to a minimum, and they should remain 2 metres from children and staff wherever possible. • All visitors to school sign wellness declaration and share contact details. • All visitors reminded of social distancing and hygiene measures in place. 	Low	Yes	
Safeguarding	Children	Incidents	<ul style="list-style-type: none"> • Statutory safeguarding guidance always followed. • Staff regularly reminded of reporting requirements, DSL team active in gathering intelligence around vulnerable families. • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals. • Communication with other agencies and school nurse for children not seen in school prior to return as has currently been in operation. • Continuation of weekly HT/DSL meeting. • Continuation of staff reporting minor issues/concerns on a weekly basis to help retain the full picture of children in school, where contact will be lessened. • Where external services need to attend school, they can do. Follow protocols for all visitors: to sign wellness declaration and share contact details; be reminded of social distancing and hygiene measures in place. 	Low	Yes	
Contingency Plans for Outbreaks	Children Staff	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. • Establish emergency care for children of key workers and vulnerable, including those with an EHC with minimal staffing on site. • Discuss attendance of vulnerable groups with parents and LA authorities as appropriate, complete risk assessment for each child. • Continue with BASC for key worker children only, to ensure 8-5 provision. • Lunches continue as September opening. • Move learning to distance model as established. • High focus on google classroom but awareness of those families who are offline and who require physical learning resources. • Continue with enhanced cleaning. 	Low	Yes	

			<ul style="list-style-type: none"> • Support staff with own childcare needs, especially those who have childcare closed/unavailable as in March. • Undertake risk assessment for vulnerable staff, discuss with UWMAT HR as to individual course with these staff. • If outbreak sufficiently serious, or if dictated by PHE, UWMAT, BCC then total closure. Distance learning as above. Re-open for key workers and vulnerable children as soon as possible. Undertake site preparation necessary for this. 			
Initial Teacher Trainees	IT Trainees Staff	Failure to follow school procedures	<ul style="list-style-type: none"> • Student teachers in school from Autumn term onwards from University of Wolverhampton only. • Safeguarding checks in place through university before attendance. • Clear expectations and guidance given to any trainees in school in relation to CV19 as well usual expectations and guidance. • IT Trainees checked for underlying health conditions in liaison with UoW staff. • RA created as necessary for their needs. • Mentors remain socially distant in any meetings and observations. • Student teachers to limit movement between their class bubble and any other bubbles – if they need to do so, this should be strictly socially distanced. • Visiting staff from UoW to follow procedures for visitors to school. • Extra care taken about adhering to social distancing if visiting more than one class bubble in a visit. 	Low	Yes	