



The sole purpose of this supplementary risk assessment is to support schools for all pupils in all year groups from the beginning of the spring term 2021, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this and all their risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment and any changes to existing COVID 19 risk assessments.
- This supplementary risk assessment is not exhaustive and some of the controls will be dynamic.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
  - As of 5<sup>th</sup> January 2021, during national lockdown, Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term.
  - <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>
  - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)**

for Queensway School

Assessment conducted by Paul Jones	Job title: COO	Covered by this assessment: <b>School opening for the spring term 2021</b>
Date of assessment: 25 <sup>th</sup> August 2020	Date of next review: Any significant change to guidance and circumstances	This document was reviewed on 7.1.2021

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	L/M/H
Likelihood:	L/M/H.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls  <b>Principal/Head Teacher:</b> Sign ..... <i>Abrams</i> ..... Date 8.01.21 <b>Trust CEO:</b> Sign ..... <i>G. P. Eastough</i> ..... Date .....8.1.2021.....

Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	RAG rating
The school lapses in following national guidelines and advice, putting everyone at risk	<b>M</b>	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The Trust 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><b>Any change in information to be shared with Chair of Trustees</b>, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email</li> </ul> As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	<b>L</b>	<b>L</b>	<b>CEO</b>	<b>Ongoing</b>	
Poor communication with parents and other stakeholders	<b>M</b>	<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>Head teachers to share risk assessment with all staff via a toolbox talk</li> </ul>	<b>L</b>	<b>L</b>	<b>CEO, Principal, Headteacher</b>	<b>Ongoing</b>	

		<ul style="list-style-type: none"> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>Parents to be advised that the preferred method of communication will be via email</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	<b>M</b>	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated in line with Trust requirements</li> <li>All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Infection Control Policy</li> <li>➤ First Aid Policy</li> <li>➤ Intimate care policy</li> <li>➤ Behaviour policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>A comprehensive and current list of key staff members available each day</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</li> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher</b>	<b>Before staff are allowed to work</b>	

		<p>that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning when pupils return. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Regular electronic briefing issued to staff.</li> </ul>					
Clinically Extremely Vulnerable (CEV) individuals	<b>M</b>	<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils</p> <p><b>Staff</b> - <u>Advice</u> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p> <p>As from 5<sup>th</sup> January 2021 staff that have been identified as CEV have been asked to shield again should work from home if their role allows, if their role does not allow working from home they should remain at home and not attend the workplace.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p><b>Pupils</b> – As from 5<sup>th</sup> January 2021 pupils that have been identified as CEV will be reviewed to identify if they are still considered CEV, if they are, they will be asked to shield again and should not attend school</p>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher</b>	<b>Before staff are allowed to work</b>	

Clinically Vulnerable staff and pupils		<p>Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils</p> <p>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</p> <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools.</p>	L	L	Principal/ Headteacher	Before staff are allowed to work	
Poor hygiene practice in school - <b>General</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g., washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap (minimum of 20 seconds)/hand sanitiser on entering the building, before</li> </ul>	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<p>and after break times, lunchtimes and when they change rooms.</p> <ul style="list-style-type: none"> <li>• Every classroom shall have hand sanitiser and cleaning materials.</li> <li>• School staff to provide hand wash demonstrations</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for in the 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> </ul> <p style="text-align: center;">   Infection Control  Childcare.doc </p> <ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils</li> <li>• All utensils and resources are thoroughly cleaned before and after use</li> <li>• Ensuring that you understand contact time for cleaning chemicals</li> <li>• That any cleaning chemical is appropriate for the task being used for</li> <li>• Undertake a COSHH assessment if using new products</li> </ul>				
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Hand Hygiene	<b>H</b>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at school,</li> <li>• when they return from breaks,</li> <li>• when they change rooms</li> <li>• before and after eating.</li> </ul> <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Ensure:</p> <ul style="list-style-type: none"> <li>• the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behavior expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	
Poor hygiene practice – <b>specific – school entrance</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• Remove screen signing system, receptionist to have a written log of visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents from entering the school building</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> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	

		<ul style="list-style-type: none"> <li>Stagger starting and leaving times where possible</li> </ul>					
Poor hygiene practice – <b>specific – office spaces.</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Start and end times for administrative staff are staggered to avoid pupil start and leave times</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> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	
System of Controls - <b>Prevention</b>	<b>H</b>	<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) Where possible introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) <b>where necessary (i.e. following personal risk assessment controls or dealing with sick pupils), wear appropriate personal protective equipment (PPE)</b></p>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	
System of Control - <b>Responsive</b>	<b>H</b>	<p>9) <b>Engage with the NHS Test and Trace process. By notifying the Health Protection Hub (HPH) by completing the online notification form</b>  <a href="https://apps.telford.gov.uk/testandtrace/">https://apps.telford.gov.uk/testandtrace/</a></p>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	

		<p>Follow guidance for use of NHS test and trace app within school</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. As above follow guidance received from HPH or PHE</p> <p>11) Contain any outbreak by following local health protection team advice. Take part in Incident Management Team meetings as requested by HPH or PHE</p> <p><b>Numbers 9 to 11 must be followed in every case where they are relevant.</b></p>					
System of Control – Face Masks		<p>Ensure where there is a need for face coverings in the school the control is implemented</p> <p>Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face coverings. A face visor or shield may be worn in addition to a face mask but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth</p> <p>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face masks in these circumstances.</p> <p>Based on current evidence and the measures that schools are already putting in place, such as the system of controls</p>	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<p>and consistent bubbles, face masks will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Local restriction tiers: 2, 3 or 4</p> <p>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tiers 2, 3 or 4, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances</p> <p>Following an LCT directive on 7<sup>th</sup> January 2021 All Staff &amp; permitted visitors <u>must</u> wear a blue disposable face mask. This directive is in place throughout national lockdown and will be reviewed on the 12<sup>th</sup> February 2021.</p> <p><b>Exemptions</b></p> <p>Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>					
Poor hygiene practice – <b>specific - spread of potential infection at the</b>	<b>H</b>	<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> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>ongoing</b>	

<p><b>start of the school day.</b></p>		<ul style="list-style-type: none"> <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</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</li> <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</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>• Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag so pupils can take home with them, and then wash their hands again before heading to their classroom.</li> </ul>					
<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Allocate toilets to 'bubble groups'</li> <li>• Restrict numbers of children using the toilets at any one time.</li> </ul>	<p><b>M</b></p>	<p><b>L</b></p>	<p><b>Principal/ Headteacher/ Staff</b></p>	<p><b>ongoing</b></p>	

		<ul style="list-style-type: none"> <li>Prop doors open where possible to reduce hand contact surfaces</li> </ul>					
Poor hygiene practice – <b>specific - end of the school day.</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day</li> <li>exit points and pick up points</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely</li> <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>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	
Ill health in school.	<b>H</b>	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <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 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>➤ A change to their normal sense of taste or smell (anosmia)</li> <li>➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub</li> </ul>	<b>L</b>	<b>L</b>	<b>Principal/ Headteacher/ Staff</b>	<b>Ongoing</b>	

		<p>They must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>Schools should use the notification form to notify the HPH of any positive cases within staff members.</p> <ul style="list-style-type: none"> <li>• Staff who don’t have the symptoms above but have other symptoms such as headache /sore throat/aches and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc. can book a PCR <a href="#">test</a> by selecting the option “local Authority required me to test”</li> </ul> <p>If schools doesn’t have its own Rapid testing facility then <b>asymptomatic</b> staff members can book a rapid test using this link below. This can be done weekly <a href="http://orlo.uk/Y5LBC">http://orlo.uk/Y5LBC</a></p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Complete the school notification form and send to <a href="mailto:HealthProtectionHub@telford.gov.uk">HealthProtectionHub@telford.gov.uk</a></p> <ul style="list-style-type: none"> <li>• PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the Principal/Headteacher</li> </ul>				
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		<ul style="list-style-type: none"> <li>Any staff member who displays signs of being unwell is to consult with the Principal/headteacher and agree the most appropriate source of action</li> <li>Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>If a pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a type 2 face mask should be worn by the supervising adult. If there is a risk of splashing, a visor should also be worn</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in a holding area where they can be at least two metres away from others</li> </ul> <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p><b>M</b></p>	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p><b>Review your bubble sizes and how you manage them throughout the school day. Bubble sizes should be kept as small as possible</b></p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Principal/ Headteacher/ Staff</b></p>	<p><b>Ongoing</b></p>	

		<p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. A safe teaching area will be marked out in each classroom.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>Things that should be considered include:</p> <ul style="list-style-type: none"> <li>• use of seating plans to ensure that you can identify contacts. Pupils should keep to the allocated seat wherever possible</li> <li>• Mark 2m around the staff member's desk and teaching area. This acts as a good cue to all to remind of the 2m social distance that is needed.</li> <li>• Look at staff room layouts and organise to ensure that 2m social distance can be maintained.</li> <li>• Think about location of shared use equipment such as photocopiers and laminators etc. to ensure that they have 2m social distance around them.</li> <li>• Staggered start and finish times to reduce congestion at entrances and school gates</li> <li>• Management of pupils in and out of classrooms and communal areas</li> <li>• Management of any exam situations</li> </ul>					
Mental Health and Wellbeing for pupils	L	<ul style="list-style-type: none"> <li>• Where year groups are returning to school, we would expect leaders and teachers to.</li> </ul>	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<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> </ul>					
Managing confirmed cases of coronavirus amongst school community	<b>H</b>	<p><b>In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub</b></p> <p>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 at Telford and Wrekin –01952 381818 Sonya Durkin Jones 07967788877 <a href="mailto:helpprotectionhub@telford.gov.uk">helpprotectionhub@telford.gov.uk</a> . 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. PHE West Midlands contact - 03442253560 <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p> <p>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.</p> <p>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 14 days since they were last in close</p>	<b>M</b>	<b>M</b>	<b>Headteacher</b>	<b>As required</b>	

		<p>contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• <b>direct close contacts</b> - face to face contact with an infected individual for any length of time, within 1 metre for 1 minute, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• <b>proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. Schools will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>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 10-day isolation period they should follow 'stay at home: guidance for households with possible</p>					
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		<p>or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result and symptoms are still present, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If they have no symptoms they may return to school.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> </ul>					
Insufficient staff to run face-to-face sessions for pupils.	<b>M</b>	<ul style="list-style-type: none"> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	<b>M</b>	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for break time</li> <li>• Allocated outdoor areas for each group to be identified for break time and lunchtime</li> <li>• Pupils to be supervised in washing hands before and after lunch</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> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b><u>Ongoing</u></b>	

Spread of infection in classrooms/shared areas.	<b>M</b>	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> <li>• Try to keep the bubbles as small as practicable.</li> <li>• Seat pupils’ side by side, not face to face or side on</li> <li>• Stagger movement around classroom</li> <li>• Staff to maintain social distancing</li> <li>• Individual equipment such as pens and pencils allocated for each pupil</li> <li>• Allocate items such as books/toys to bubbles, to avoid mix use</li> <li>• Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours</li> <li>• Ideally, adults should maintain 2 meter distance from each other, and from children. This may not always be possible with younger children or children with complex needs</li> <li>• Teachers will need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can</li> <li>• When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups</li> <li>• make small adaptations to the classroom including seating pupils’ side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space</li> <li>• avoid large gatherings such as assemblies</li> <li>• adapt timetables to avoid creating busy corridors</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Music Lessons	<b>M</b>	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> <li>• Play/sing outdoors where possible</li> <li>• Limit group sizes to no more than 15</li> <li>• Position pupils back to back or side to side</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b><u>Ongoing</u></b>	

Physical Activities	<b>M</b>	<p>Review PE, sport and physical activity if school/s moved into tier 4</p> <ul style="list-style-type: none"> <li>• Outdoor sorts should be prioritised</li> <li>• Scrupulous attention to cleaning and hygiene</li> </ul> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grass root sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	L	L	Headteacher	Ongoing	
Breakfast club/After school provisions	<b>M</b>	<p>Review any Wrap around care and extra curriculum activities in the Operation Plan - can they take place safely?</p> <p>Ensure class bubbles are adhered too during this provision</p> <p>Schools should also read the <a href="#">local restriction tiers guidance</a> to find out what tier their area is in and the additional restrictions that apply.</p> <p>Where possible keep to school bubbles</p> <ul style="list-style-type: none"> <li>• If not smaller consistent groups</li> <li>• Limit number of wraparound providers</li> <li>• No contact sport</li> </ul>	L	L	Headteacher	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	<b>M</b>	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>• Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• Follow PPE guidance</li> </ul>	L	L	Headteacher	Ongoing	

Pupils with complex needs are not adequately prepared for a return to school or safely supported.	<b>H</b>	<ul style="list-style-type: none"> <li>Where a pupil 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</li> </ul>	L	L	Headteacher	Ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	<b>M</b>	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul>	L	L	Headteacher	Ongoing	
Increased number of safeguarding concerns reported after lockdown.	<b>M</b>	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul>	L	L	Headteacher	Ongoing	
Emergency evacuation due to fire etc.	<b>L</b>	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained in allocated groups.</li> <li>Leaders to communicate fire drill procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils when they return to school.</li> </ul> <p>In the event of a real emergency, bubbles to be maintained where possible.</p>	L	L	Operations/ Site Manager	Ongoing	
Cleaning is not sufficiently comprehensive.	<b>M</b>	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly</li> </ul>	L	L	Operations/ Site Manager	Ongoing	

		<p>and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task.</p> <p>Review any equipment that is frequently used and how it is cleaned after use</p> <p>Ensure that you have sufficient staff on site to undertake all cleaning identified in this RA</p>					
Contractors, deliveries and visitors increase the risk of infection.	<b>M</b>	<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>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>• All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul>	<b>L</b>	<b>L</b>	<b>Operations/ Site Manager</b>	<b>Ongoing</b>	

		<ul style="list-style-type: none"> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul>					
Professional Visitors	<b>M</b>	<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>Prequestionnaire completed by professional visitor</li> <li>Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils</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.</li> <li>Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Transport	<b>M</b>	Follow the transport guidance	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Educational Visits	<b>M</b>	<ul style="list-style-type: none"> <li>No overnight or overseas educational visits</li> <li>Non-overnight domestic educational visits can resume</li> <li>Pupils to be kept to the school bubbles</li> <li>Destination should be COVID-secure</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	
Ventilation		<ul style="list-style-type: none"> <li>Ensure an adequate supply of fresh air in the workplace.</li> <li>Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving natural ventilation, preferably through fresh air or mechanical systems.</li> <li>Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors) for 15 minutes before the start of school then 5 minutes every half hour until the end of school when they should be open for another 15 minutes</li> </ul>	<b>L</b>	<b>L</b>	<b>Headteacher</b>	<b>Ongoing</b>	

		<ul style="list-style-type: none"> <li>• The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</li> <li>• The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. You can continue using most types of air conditioning system as normal. But if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</li> <li>• During cold winter months it is acceptable to use recirculated air to heat the fresh air heat exchanger to prevent ventilation units tripping out under frost conditions. Minimum fresh air settings must be in operation.</li> </ul>					
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**School-specific arrangements relating to risk assessment that need to be detailed in the school specific operational plan includes but not limited to:**

- Capacity and organisation of teaching spaces, Staffroom and offices
- Arrival to and departure from school, Movement around the school, Pupil expectations
- Classroom allocations, Timetable arrangements, Classroom expectations
- Role of teaching assistants
- Break time plan, Lunchtime plan
- Catering arrangements
- Cleaning arrangements
- Toilets use and cleaning
- Transport links with Local Authority
- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Actions for school a during the coronavirus outbreak: [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)