



## WHOLE SCHOOL RETURN SEPTEMBER 2020

### RISK ASSESSMENT – WORKING SAFELY DURING COVID

#### **The key messages are :**

- 1. Anyone who is ill must stay at home and follow updated guidelines**
- 2. Robust hand and respiratory hygiene**
- 3. Enhanced cleaning arrangements**
- 4. Active engagement with the NHS track and trace**
- 5. Consideration of social distancing and minimising potential for contamination and contact**
- 6. Where necessary wear appropriate PPE**

These documents have been shared with all members of staff and governors. It is to be reviewed half termly or earlier should guidance or events in school require it.

**The following document has informed our risk assessment and risks to different groups and you are encouraged to read it.**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/885631/Overview\\_of\\_scientific\\_advice\\_and\\_information\\_on\\_coronavirus\\_COVID19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2020)

Assessment date:  
28<sup>th</sup> August 2020  
Name of assessors:  
Tracey Pearson and  
Jane Hanmer

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels		<ul style="list-style-type: none"> <li>• Government guidance is that school groups should form bubbles and the school should identify the number of pupils within each bubble dependant on considerations including the physical nature of the space and the pupils themselves.</li> <li>• Government guidance is that primary age pupils will be expected to be in whole class bubbles or where possible smaller groups.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>• The groups will form a cohort and should work together; being segregated from all other groups and individuals by social distancing of at least 2m</li> <li>• Specific locations for each group to work in should be identified. If groups move between locations suitable cleaning and sanitising should be undertaken of each location after each use. This will need to include all equipment within the areas used</li> <li>• Staff informed to keep 2m apart for other staff members who are not part of their bubble group</li> <li>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Work areas have been assessed to ensure staff are at least 2m apart</li> <li>• Physical barriers have been put in place to promote social distancing when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Children will work in class bubbles of up to 30 pupils inside and outside year group bubbles</li> <li>• No unaccompanied children allowed in circulation areas</li> <li>• Movement around school minimised</li> <li>• Children will not carry out normal roles around school (Y6 jobs) to ensure bubbles are not crossed</li> <li>• Registers will be collected from outside class doors by office staff. Children will not go to the school office</li> <li>• Each year group bubble will have a dedicated outside area</li> <li>• Whenever possible at KS1 and EYFS, classes bubbles will be in two groups to enable them to utilise the outside space throughout the school day</li> <li>• Playtimes will be staggered</li> <li>• Additional staff from outside the regular school community will be limited</li> </ul>	LOW	SLT  01.09.20  Completed and on-going regular checks by SLT

		<ul style="list-style-type: none"> <li>• Notices and marker tape are present in circulation areas to encourage the 2m rule when children are unaccompanied by adults</li> <li>• Hot-desking is not allowed, if this happens the area and equipment is fully sanitised before anyone else uses the desk</li> <li>• Large gatherings will not take place - including Assembly's and other large groups</li> </ul>	<ul style="list-style-type: none"> <li>• Classrooms in KS2 will be forward facing to encourage social distancing</li> <li>• Staggered starts and finishes for all children</li> <li>• New PPA and Staff Room areas created in 5 locations across the whole site to ensure social distancing for adults working outside the classroom and at break times</li> </ul>		
Segregation of pupils		<ul style="list-style-type: none"> <li>• Students will be organised into suitable groups as advised by the government and DfE</li> <li>• In line with the government guidance older children will socially distant, children in early years may find this difficult and will work strictly in their bubble</li> <li>• Arrival and departure times will be staggered for each year group bubble to ensure that there is social distancing between groups</li> <li>• Each class bubble will have a dedicated classroom and remain within this work space for the majority of lessons</li> <li>• Tables and work stations will be as far apart as possible where appropriate</li> <li>• At KS2, forward facing tables so pupils are sitting side by side and not facing each other where appropriate</li> <li>• Multiple entrances around the school will support social distancing. If this is not possible in corridors where students or staff, signs will ensure children and staff walk in single file and to the right of corridors. Crossing of groups in corridors will be limited.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered starts and finishes for all children</li> <li>• Staggered break/lunchtimes</li> <li>• Children always accompanied by adults to ensure social distancing for all bubbles</li> <li>• Each child at KS2 will have a dedicated desk space and tray for personal resources</li> <li>• Soft toys and furnishings removed where appropriate</li> <li>• Each year group bubble will stay in designated areas with designated adults.</li> <li>• Review of fire safety procedures have taken place</li> <li>• Staff will be observant of other groups moving from their classroom to outside and will ensure their bubble does not cross.</li> </ul>	LOW	SLT 01.09.20 Completed and on-going regular checks by SLT

Staff and parent interaction. (Including meetings)		<ul style="list-style-type: none"> <li>Parents will be advised that access to the school is limited and that only one parent should escort a child to school or collect a child from school</li> <li><b>Notification that parents must notify school of an outcome of a child's test as soon as possible</b></li> <li>Guidelines will be given for parents to contact the school and specific teachers; including, telephone, website and social media contacts</li> <li>Parents will be informed that they are only allowed onto the school grounds at specified times for drop off and collection</li> <li>If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed</li> <li>Remote working tools will be used to avoid in-person meetings</li> <li>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> <li>No sharing of work equipment including pens/paper etc.</li> <li>Meetings will be held outdoors or in a well ventilated room if they are essential meetings</li> <li>Floor signage will be to ensure that social distancing is enforced when needed</li> <li><b>A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them</b></li> </ul>	<ul style="list-style-type: none"> <li>Parents will not enter school site. Children will be met at the school gate by school staff</li> <li>Parents will be advised to contact school via phone or email as school is closed to parents. Notices will be posted on the school gates to remind any visitor</li> <li>All staff will support children and adults in the school community with reminders to ensure social distancing is adhered to</li> </ul>	LOW	SLT 01.09.20  Completed and ongoing regular checks by SLT
Staff and Staff interaction		<ul style="list-style-type: none"> <li>Staff members will be given reminders to adhere to social distancing at all times</li> <li>Reminders and notices will be clearly displayed at critical points around the building including staff only areas, especially toilets</li> <li>Staggering break times for all staff to make social</li> </ul>	<ul style="list-style-type: none"> <li>Staff to gather, social distant in year group bubbles only in staffrooms and PPA areas</li> <li>Staff to wash their hands before and after using communal apparatus. E.g.</li> </ul>	LOW	SLT 01.09.20  Completed and ongoing

		distancing easier	kettle, fridge etc <ul style="list-style-type: none"> <li>• School will provide surface spray and wipes in all shared areas</li> <li>• COVID risk assessment a regular item on staff briefings as a reminder of key risk mitigation principles.</li> <li>• Staff engaged in the review and updating of the risk assessment.</li> <li>• School utilising Walsall's model risk assessment which has been shared with union representatives.</li> <li>•</li> </ul>		regular checks by SLT
Statutory and best practice inspections		<ul style="list-style-type: none"> <li>• Prior to reopening checks have been completed of all statutory compliance using Walsall Council's statutory and best practice check available on 'Walsall Link'</li> <li>• Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors own risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Routine checks completed through lockdown, partial opening and holidays by the caretaker.</li> <li>• Contractors only allowed on in the buildings, before and after school and checks will be completed by office staff of any visitors.</li> </ul>	LOW	SLT 01.09.20 Completed and on-going regular checks by SLT
Contamination on surfaces including toys and equipment		<ul style="list-style-type: none"> <li>• Removal all soft furnishings which may be difficult to clean</li> <li>• Removal and isolating of all soft toys or toys which may have parts which are difficult to clean</li> <li>• Ensure that all surfaces and shared resources are suitably sanitised between each group use. This should include all outside play equipment, science equipment, PE equipment, and any toys. Alternatively this equipment is 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.</li> <li>• Ensure that all surfaces are sanitised at the end of each day and regularly throughout the day</li> <li>• Pupils and staff will have individual equipment provided where possible including paper and</li> </ul>	<ul style="list-style-type: none"> <li>• Each year group has a dedicated supply of outdoor play equipment which is cleaned after use.</li> <li>• High contact areas will be cleaned throughout the day</li> <li>• Regular wipe down of equipment and areas by all staff and children when appropriate.</li> </ul>	LOW	SLT 01.09.20 Completed and ongoing regular checks by SLT

		<p>pens. These items should not be shared.</p> <ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</li> </ul>			
Lack of effective cleaning		<ul style="list-style-type: none"> <li>Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised regularly during the day.</li> <li>Introduction of enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day</li> <li>Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-health</a></li> </ul>	<ul style="list-style-type: none"> <li>Once a week, all building are air sanitised</li> <li>Lack of effective cleaning will be reported immediately to SLT and appropriate actions taken with cleaning contractors</li> <li>Cleaning kits are in all shared areas</li> </ul>		<ol style="list-style-type: none"> <li></li> <li></li> <li></li> </ol>
Lack of effective ventilation		<ul style="list-style-type: none"> <li>If any ventilation equipment needs maintenance prior to reopening or recommissioning if this has been turned off during a close down</li> <li>Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> <li>Doors and windows will be open to increase ventilation where possible</li> </ul>	<ul style="list-style-type: none"> <li>All areas in building should be well ventilated and teachers/staff, will ensure that windows and doors are open at all times for ventilation.</li> </ul>	HIGH	SLT 01.09.20 Completed and on-going regular checks by SLT

Personal Hygiene, toilet, shower and changing facilities		<ul style="list-style-type: none"> <li>• Handwashing facilities are available to all staff.</li> <li>• Hand sanitisers have been made available in all areas around school.</li> <li>• Signs and posters are used around school and reinforced by teachers to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm</li> <li>• Signage is pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial</li> <li>• Provide regular reminders and signage to maintain hygiene standards</li> <li>• Provide hand sanitiser in multiple locations in addition to washrooms</li> <li>• Provide tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</li> <li>• Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible</li> <li>• Enhanced cleaning for busy areas</li> <li>• Provide more waste facilities and more frequent rubbish collection</li> <li>• Enhance cleaning for busy areas.</li> <li>• Provide more waste facilities and more frequent rubbish collection.</li> <li>• Paper towels are provided as an alternative to hand dryers in handwashing facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Each bubble has an anti-bac station should the adults in the room wish to wipe tables, equipment etc.</li> <li>• Teachers will regularly remind all children about safe hygiene for washing hands etc.</li> </ul>	LOW	SLT 01.09.20 Completed and ongoing regular checks by SLT
Staff at increased risk from the virus		<ul style="list-style-type: none"> <li>• Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed</li> <li>• Clinically vulnerable workers should work from home if possible if not then consider moving clinically vulnerable workers into lower risk activities where they have the highest chance of</li> </ul>	<ul style="list-style-type: none"> <li>• More vulnerable staff to be considered for roles which are appropriate working alone, or at the CADMUS base at Chuckery.</li> <li>• Appointment of two well-</li> </ul>	MED	SLT 01.09.20 Completed and ongoing

		<ul style="list-style-type: none"> <li>remaining 2m away from others</li> <li>From 1<sup>st</sup> August 2020 staff members who are clinically vulnerable may be able to work at school but social distancing measures must be in place and medical advice should be followed in each case</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>Put measures in place for staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme. They should be advised to quarantine</li> <li>Providing support for workers around mental health and wellbeing. This could include advice or telephone support.</li> </ul>	<ul style="list-style-type: none"> <li>being mentors (teaching staff) who will meet with SLT regularly to ensure well-being of all staff</li> <li>Engagement with HR advisors should anxiety or concerns persist on the part of staff with the option for an occupational health referral where necessary.</li> </ul>		regular checks by SLT
Pupils at an increased risk from the virus		<ul style="list-style-type: none"> <li>Pupils may still be identified as needing to shield and if advised to do so following recent guidance they should not be attending school, additional arrangements would need to be made for their education.</li> <li>Pupils who are clinically vulnerable – medical advice should be followed to identify if they should attend school and what controls needs to be implemented. From 1<sup>st</sup> August 2020 most will be able to attend school but social distancing and medical advice should be followed.</li> <li>Pupils living with someone who is shielding (if the individual is advised to continue to shield) – only attend school if stringent social distancing can be guaranteed and the pupil can understand to follow the instruction. If not they should not attend school. Most people previously shielding can attend school but advice should be sort from a medical professional</li> </ul>	<ul style="list-style-type: none"> <li>Parents encouraged to contact the school and discuss over the phone any concerns or worries they have about risk factors affecting their child.</li> </ul>	MED	SLT 01.09.20 Completed and on-going regular checks by SLT
Visitors and contractors		<ul style="list-style-type: none"> <li>Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS</li> <li>Visitors are limited where possible and asked to call in advance prior to coming to the site</li> <li>Visitors are asked to respect the 2m distance at</li> </ul>	<ul style="list-style-type: none"> <li>School office will not be open to parents. This has been clearly communicated to parents and carers.</li> <li>The office doors will be operational by staff fob only</li> </ul>	LOW	SLT 01.09.20 Completed and ongoing



		<p>all times</p> <ul style="list-style-type: none"> <li>• At interaction locations a physical barrier is in place (e.g. screens and panels)</li> <li>• Sanitation and hand washing is available for visitors</li> <li>• Encourage visits via remote connection/working where this is an option</li> <li>• Limit the number of visitors at any one time</li> <li>• Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (for example, carrying out services at night)</li> <li>• Maintain a record of all visitors, if this is practical</li> <li>• Revise visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen in reception</li> <li>• Keep a record of all visitors and cooperating fully with the Test and Trace service in the event of an outbreak</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will contact the school offices and staff will meet parents at the gate in emergencies only</li> <li>• All visitors and contractors informed of school risk mitigation measures on arrival.</li> </ul>		regular checks by SLT
Staff with symptoms of the virus		<ul style="list-style-type: none"> <li>• Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice</li> <li>• Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role</li> <li>• If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services</li> <li>• Government guidance for staff with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>• The school may be contacted by 'Test and Trace'</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary First Aid room for isolation.</li> <li>• KS2 – The Den</li> <li>• KS1 – Yr 2 Meeting Room</li> <li>• EYFS – Childcare dining room</li> <li>• Temperatures will not be taken on arrival at school</li> <li>• Supplies of specific PPE in Temp First Aid areas.</li> <li>• Revised guidance for reporting sickness provided for all staff during back to school induction including notification of symptoms, test results and if there is a need to self-isolate.</li> </ul>	MED	<p>SLT</p> <p>01.09.20</p> <p>Completed and on-going regular checks by SLT</p>

		and will cooperate fully with them			
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> <li>If a student starts to show symptoms of COVID 19, they should be sent home immediately</li> <li>Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air.</li> <li>If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use</li> <li>Suitable PPE including Apron, moisture resistant face mask and gloves</li> <li>Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique</li> <li>Government guidance for pupils with symptoms will be followed: this can be found at: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice</li> <li>The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul>	<ul style="list-style-type: none"> <li>Temporary First Aid room in each building for isolation</li> <li>KS2 – The Den</li> <li>KS1 – Yr 2 Meeting Room</li> <li>EYFS – Childcare dining room</li> <li>Temperatures will not be taken on arrival at school</li> <li>Supplies of specific PPE in Temp First Aid areas.</li> </ul>	HIGH	SLT 01.09.20  Completed and on-going regular checks by SLT
Deliveries and collections		<ul style="list-style-type: none"> <li>Revise pick-up and drop-off collection points, procedures, signage and markings</li> <li>Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking</li> <li>Order larger quantities of inbound materials less often to reduce deliveries</li> <li>Where possible and safe, having single</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	LOW	SLT 01.09.20  Completed and on-going regular checks by SLT

		<p>employees load or unload vehicles</p> <ul style="list-style-type: none"> <li>• Where possible, use the same pairs of people for loads where more than one is needed</li> <li>• Enable drivers to access welfare facilities when required, consistent with other guidance</li> <li>• Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways</li> <li>• Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and trolleys</li> <li>• Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical</li> <li>• Regular cleaning of reusable delivery boxes</li> </ul>			
Access and Egress		<ul style="list-style-type: none"> <li>• Stagger arrival and departure times at school to reduce crowding into and out of the workplace</li> <li>• Reduce congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible</li> <li>• Use a direct entrance into the learning area from outside to reduce the need for moving around within the building</li> <li>• Provide hand washing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building</li> <li>• Provide alternatives to touch-based security devices such as keypads</li> <li>• Make sure that people with disabilities are able to access lifts and other areas of the building</li> <li>• Process in place for the removal and disposal of face coverings when pupils and staff who use them arrive at school</li> </ul>	<ul style="list-style-type: none"> <li>• 4 hand washing stations with main water supply sinks in outdoor areas around school – accessible for all children</li> <li>• If a child wears a face mask to school, parents will be asked to take it and dispose of it safely.</li> <li>• If face masks area required then designated bins are used , located in first aid areas</li> </ul>	LOW	<p>SLT</p> <p>01.09.20</p> <p>Completed and on-going regular checks by SLT</p>

Common areas		<ul style="list-style-type: none"> <li>• Stagger break times to reduce pressure on break rooms or places to eat</li> <li>• Use outside areas for breaks</li> <li>• Create additional space by using other parts of worksite or building that have been freed up by remote working or other pupils who are not at school</li> <li>• Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions and maintain the 2m social distancing where possible</li> <li>• Use of social distance marking for other common areas such as toilets, lockers and changing rooms and in any other areas where queues typically form</li> <li>• Identify specific toilet areas for specific groups</li> <li>• Stagger break times to reduce pressure on break rooms or dinner halls. Also consider serving lunches within the learning area</li> <li>• Use safe outside areas for breaks</li> <li>• Encourage workers to bring their own food</li> <li>• Encourage all personal items to be stored in lockers or pegs within the group area</li> </ul>	<ul style="list-style-type: none"> <li>• Classes have designated toilets to use and regular cleaning takes place between groups if needed.</li> <li>• EYFS, Y1, Y2</li> <li>• At KS2, Y6 and Y5 will use the UKS2 toilets and Y3 and Y4 will use the LKS2 toilets– these will be cleaned between use of group bubbles. Children at KS2 must be monitored to ensure bubbles are not crossed, Regular opportunities for the bubble to use the toilet will be given by the teacher and cleaning will take place before the next group.</li> <li>• Staff to keep personal belongings, cups etc., in own area.</li> </ul>	LOW	SLT 01.09.20 Completed and ongoing regular checks by SLT
Moving around the building		<ul style="list-style-type: none"> <li>• Reduce movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of radios, dedicate specific areas and toilets for each group</li> <li>• Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member</li> <li>• Stagger the group arrival, break and leaving times to ensure that groups don't mix</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and children not allowed in communal places</li> <li>• Staggered starts, etc see above</li> <li>• Y6 children will not carry out roles across school. School office staff will alter arrangements so communication can continue.</li> <li>• No children should leave the adult they are with.</li> </ul>	LOW	SLT 01.09.20 Completed and on-going regular checks by SLT
Work places and work stations		<ul style="list-style-type: none"> <li>• Workstations will allow staff to maintain social distancing wherever possible</li> <li>• Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people</li> <li>• If it is not possible to keep workstations 2m apart,</li> </ul>	<ul style="list-style-type: none"> <li>• Set up of new adult work spaces and staff to bring in minimal possessions into school.</li> <li>• Only office staff to use main offices, no access for children or staff unless an</li> </ul>	LOW	SLT 01.09.20 Completed and on-going regular

		<p>then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk</p> <ul style="list-style-type: none"> <li>• Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with a 2m distance between them</li> <li>• Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user</li> </ul>	emergency		checks by SLT
Meetings		<ul style="list-style-type: none"> <li>• Use remote working tools to avoid in-person meetings</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout</li> <li>• Avoid any sharing of work equipment including pens/paper etc.</li> <li>• Hold meetings outdoors or in a well ventilated room if they are essential meetings</li> <li>• Using floor signage to ensure that social distancing is enforced</li> <li>• A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed</li> </ul>	•	LOW	SLT 01.09.20 Completed and on-going regular checks by SLT
Accidents, incidents and emergencies		<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> <li>• Review the number of first aiders, fire marshals and Evac chair operators required if the building occupancy and use has changed</li> <li>• A rota system for first aid qualified staff, fire marshals and Evac chair operators, to ensure that they are available during the operating hours and accessible to all areas of the building or work area</li> <li>• Location of the assembly point reviewed to allow for social distancing</li> <li>• Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire</li> <li>• What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans for Evac chairs, radios, etc.</li> <li>• Ensure that any fire safety systems that have not been tested during lockdown are tested asap –</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate PPE will be worn when needed</li> <li>• Timetables and locations of First Aiders organised and distributed. The number of first aiders on site reviewed if staff required to self-isolate.</li> <li>• Fire Safety has been reviewed with training for all staff during 'Back to school induction'</li> <li>• Fire Safety tested has been taken place and full inspection is scheduled for the beginning of the Autumn Term.</li> <li>• First Aider update training, planned for next three terms</li> </ul>	HIGH	SLT 01.09.20 Completed and on-going regular checks by SLT

such as fire alarm including the operation of electronically locked doors and emergency green box over rides, self-closing doors held open on electro magnets, emergency lighting, sprinklers, automatic smoke vents etc.

- Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke
- Keys to external gates must be available to occupiers
- Fire exits open easily – especially doors operated by push bars as they can ‘stick’.
- Amend the fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present
- Check whether servicing of fire safety equipment is due or has been missed
- In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection)
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives
- For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival

Parent queuing outside school		<ul style="list-style-type: none"> <li>• Parents and guardians will safely queue outside the school while waiting to drop off or collect children</li> <li>• Parents may have other children with them and it may not be suitable to queue alongside a busy road</li> <li>• Implementing markers to identify the 2m spacing in waiting areas outside the school and within the school grounds</li> <li>• When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates</li> </ul>	<ul style="list-style-type: none"> <li>• Waiting area is on public pathway. Parents informed to observe social distancing and move away once child handed over to the member of staff. This will be monitored by SLT on duty at each gate at the beginning and end of each day. Whenever possible parents to enter via Leighswood School side and exit on other side of the road</li> </ul>	LOW	SLT 01.09.20  Completed and on-going regular checks by SLT
Transport to and from school		<ul style="list-style-type: none"> <li>• Encourage pupils to travel to school via walking, cycling or private vehicles</li> <li>• In line with government guidance discourage the use of public transport</li> <li>• Stagger arrival and leaving times to allow for an increase in private cars, walkers and cyclists</li> <li>• Pupils walking or cycling to school should be advised to socially distance at all times</li> <li>• Group together pupils within the same bubble if at all possible</li> <li>• During pick-ups social distancing should be observed.</li> <li>• On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method</li> </ul>	<ul style="list-style-type: none"> <li>• Parents to park a safe distance away from the school gates and observe social distancing.</li> <li>• Each bubble will have an allocated drop off and collection point and time.</li> <li>• Only one parent/adult to drop off or collect. Parents are reminded about this via email.</li> </ul>	LOW	SLT 01.09.20  Completed and on-going regular checks by SLT
Communication of control measures to staff, pupils and parents		<ul style="list-style-type: none"> <li>• Online training for all staff on the specific control measures relevant to their job roles</li> <li>• Engage with staff during the development of the risk assessments and identification of suitable control measures</li> <li>• Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email</li> <li>• Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>• Using games, songs and stories to help explain</li> </ul>	<ul style="list-style-type: none"> <li>• Letter distributed via email to parents and regular updates</li> <li>• Staff receive a copy of all parent communication</li> <li>• All adults in the school community receive 'back to school induction pack' online for full opening.</li> </ul>	LOW	SLT 01.09.20  Completed and on-going regular checks by SLT

		<p>the new rules to pupils and increase pupil understanding</p> <ul style="list-style-type: none"> <li>Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</li> <li>Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> </ul>			
PPE provision		<ul style="list-style-type: none"> <li>PPE is provided as identified within the risk assessment</li> <li>Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council</li> <li>If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken</li> <li>Assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task</li> <li>Provide an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school</li> </ul> <p>Note: Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly</p>	<ul style="list-style-type: none"> <li>PPE provided by school to be used, should fit properly</li> </ul>	LOW	<p>SLT</p> <p>01.09.20</p> <p>Completed and ongoing regular checks by SLT</p>



Teaching pupils with SEN		<ul style="list-style-type: none"> <li>• Individual risk assessment are completed when needed to ensure that suitable controls are in place</li> <li>• Provide additional PPE for personal care</li> <li>• Allocate dedicated staff to care for individual children where personal care is needed</li> <li>• Ensuring that personal care environment and equipment is thoroughly sanitised following each use</li> <li>• Use SEN tools to help communicate the control measure and new rules to the pupils. Consider how best to do this for the communication to be effective – email, phone call zoom.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>• Non-overnight domestic educational visits may resume. The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment</li> <li>• (Additional school specific controls should be identified here)</li> </ul>	<ul style="list-style-type: none"> <li>• Timetables have been produced to ensure support staff work safely within bubbles with the minimum of movement.</li> <li>• Where needed dedicated staff are provided to care for a child's personal care.</li> </ul>	MED	SLT 01.09.20 Completed and on-going regular checks by SLT
Educational Visits		<ul style="list-style-type: none"> <li>• Making use of outdoor spaces in the local area to support delivery of the curriculum</li> <li>• As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely</li> <li>• As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues</li> </ul>	<ul style="list-style-type: none"> <li>• Forest school provision for all pupils throughout the year which will provide additional opportunities to learn in a variety of safe bubble environments out of doors.</li> <li>• No off site visits will be planned for the Autumn Term, this includes swimming.</li> <li>• After school extra-curricular activities/sporting events will not take place until later in the year to ensure children are not using shared spaces</li> </ul>		1. 2. 3.

Wrap Care		<ul style="list-style-type: none"> <li>• Each year group bubble will have a dedicated location and member of staff for both before and after.</li> <li>• Each group will have a dedicated supply of refreshments, individually packaged where possible</li> <li>• SLT on duty for both breakfast and tea</li> <li>• Each bubble has a dedicated outdoor space to be used as much as possible for activities</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>		
Lunchtime Arrangements		<ul style="list-style-type: none"> <li>• Menu will be changed to grab and go</li> <li>• Lunchtimes will in classrooms</li> <li>• Staggered times with dedicated spaces for each year group bubble</li> <li>• Hand washing and sanitising before and after</li> <li>• Dedicated member of lunchtime staff to stay with class bubble</li> <li>• Equipment provided for each bubble, cleaned after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchtime staff made aware of school risk mitigation measures.</li> </ul>		

Date reviewed	Amendments made	Reviewed by	Next review
28.08.2020	<b>Checks and amendments for whole school opening. Staggered start and finish times. Staggered breaks and lunchtimes.</b>	SLT TP and JH	12.09.20
30.9.20	<b>Updated for one way systems – see highlighted</b>	SLT TP and JH	Oct Half Term 2020

Notifications to parents

01/09 – Covid Risk Assessment to All members of school community

01/09 – Breakfast/Tea Club Guidelines

02/09 – Figure of eight  
04/09 – Newsletter 1  
07/09 – KS2 arrangement update – drop off windows etc  
07/09 – KS1 arrangement updates  
09/09 – Guidelines for parents – social distancing  
11/09 – Newsletter 2  
11/09 – Risk assessment to Governors  
14/09 – Please don't congregate outside gates  
14/09 – If a child is unwell please email or call  
16/09 – if 111 advises household to take a test please let us know  
22/09 – KS2 reminder – don't come before time even in the rain, social distancing, bubbles etc  
25/09 – Newsletter 3  
25/09 – To staff and Governors COVID risk assessment  
28/09 – Guidelines from Walsall Public Health COVID19  
29/09 – Childcare – 1 person per child  
09/10 – Newsletter 4  
09/10 – Updated Risk Assessment to all members of school community  
09/10 – Updated Risk Assessment on Website