

COVID-19 OPENING OF SCHOOLS

School Name: Bloxwich Primary

Headteacher: Sue Shepherd

Head Caretaker: Tony Brotherton

Assessment conducted by: Gary Smart	Position: Trust Estates and Facilities Manager	In consultation with: Jonathan Kirkham; Deputy Headteacher Andy Seager; Headteacher (Secondary) Sian Davis; Primary Headteacher (now left) Sue Shepherd Headteacher (Sept -) Jacqui Newsome; Matrix Tony Brotherton; Head Caretaker	Date of Assessment: Wednesday 3 rd June 2020	Date Revised: Wednesday 10 th June 2020 Updated for wider re-opening by J.Kirkham 30 th August Wednesday 16 th September 2020 23 rd October 2020 by J.Kirkham/G. Smart 05.11.20 (new national guidance)	Review Date: 2 nd November 2020
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IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur

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What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
NET CAPACITY							
Available capacity of the school is reduced when social distancing guidelines are applied	Staff Pupils Others	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. Face coverings are to be worn by staff, and visitors in communal areas outside of the classroom. 	L	3	Head Head	Updated and review Oct 20 Ongoing Review	YES
SCHOOL ACCESS AND THE SCHOOL DAY							
The use of public and school transport by pupils poses risks in terms of social distancing	Staff Pupils Others	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Parents to arrange transport and from school. 	M	3	Trust Trust Estates Manager	Updated and review Oct 20 Ongoing Review	YES
Arriving to school	Staff Pupils Others	<ul style="list-style-type: none"> Family members dropping children off to wear a face covering unless exempt. Disposable coverings are made available. (<i>applied as of 8th October</i>). 	L	3	Site/ Head	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> • Entry protocol in place and shared with all staff (<i>see Sept safer re-opening training</i>). • Guidance on role of parents/carers shared with all families (<i>see safer re-opening letter</i>). • Pupils will be requested to wash their hands using alcohol sanitiser on entering each classroom throughout the day. • The Primary Phase has been divided into 5 bubbles. They have been allocated separate entrance points and staggered start times. • Timings have been regularly reviewed and adjusted to allow for reduced crowding of families collecting children. • Provision offered for children who arrive early due to sibling in another year group, in order to reduce the number of adults on site. 			Head Head	Ongoing Review	
Departing from School	Staff Pupils Others	<ul style="list-style-type: none"> • Family members dropping children off to wear a face covering unless exempt. Disposable coverings are made available. (<i>applied as of 8th October</i>). • Egress protocol in place and shared with all staff (<i>see Sept safer re-opening training</i>). • Guidance on role of parents/carers shared with all families (<i>see safer re-opening letter</i>). • The Primary Phase has been divided into 5 bubbles. They have been allocated separate egress points and staggered end times. 	L	3	Site/ Head Head Head	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> • Timings have been regularly reviewed and adjusted to allow for reduced crowding of families collecting children. • Provision offered for children whose school day ends earlier than a sibling in another year group, in order to reduce the number of adults on site. 					
Mixing of bubbles	Staff Pupils Others	<ul style="list-style-type: none"> • All classrooms to arrange desks facing in one direction where possible (<i>excluding EYFS</i>). • Staggering and segregation plans for bubbles at break and lunch times. • Escorted movement with heavy supervision. 	M	3	Site	Updated and review Oct 20 Ongoing Review	YES
Sharing of toilets		<ul style="list-style-type: none"> • Each bubble will have an assigned toilet venues. • The Trust has employed additional cleaners through the cleaning contract to support with daily enhanced cleaning regimes, such as touch points. 				Updated and review Oct 20 Ongoing Review	YES
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • No parents or visitors permitted on site uninvited unless it is a safeguarding issue or emergency – access will be granted at the discretion of the Deputy Head Teacher or Head Teacher. • Contractors - School to ensure no pupils or staff are in the area where contractors are working. • Deliveries to be dropped off to a designated area on site and collected by Site Team. • Visitors to wear face masks. 	M	3	Site	Updated and review Oct 20 Ongoing Review	YES

Primary Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> • Children to escorted to the school gates at the end of the day for collection by parents. • Staggered leaving times. • Separate egress points for each bubble. 	L	3	Staff Head	Updated and review Oct 20 Ongoing Review	YES
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> • Parents will be informed that conversations with staff will be either over the phone or email (<i>via post box email</i>). • Parents will not be permitted on site, unless for an authorised prior arranged meeting authorised by Leadership. 	L	4	Staff Head/ Site	Updated and review Oct 20 Ongoing Review	YES
Movement around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • Large gatherings prohibited. • All adults to wear a face covering when in corridors, unless exempt (updated Oct 14th). • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. 	M	3	Head Site Site Staff Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 					
Staff Areas	Staff	<ul style="list-style-type: none"> • Staffroom usage limited to 3. • Staff to observe social distancing. 	M	3	Staff	Updated and review Oct 20 Ongoing Review	YES
Equipment	Staff	<ul style="list-style-type: none"> • Children will all be provided with a personal set of necessary equipment. • All practical equipment handled by children (<i>including apparatus in Maths</i>) to be wiped with antibacterial wipes after each use. • Where possible, 48 hours to be left between uses by different bubbles (<i>72 hours for plastics</i>). • Demonstrations are used where appropriate. 	M	3	Staff	Updated and review Oct 20 Ongoing Review	YES
Marking and feedback		<p>Exercise books:</p> <ul style="list-style-type: none"> • Staff to sanitise their hands prior to when handling/ giving out books • Marking will continue in line with the school's policy. • Teachers to mark books on site wherever possible, gloves and PPE provided • Guidance provided for marking books at home - see guidance for marking training. 	M	3	Staff	Updated and review Oct 20 Ongoing Review	YES

Visitors	Staff Visitors	<ul style="list-style-type: none"> All visitors to sign covid visitor agreement. All visitors must wear a face covering unless exempt. In instances where the visitor is speaking to groups of children, they must position themselves away from the group and not circulate or approach children. 	M	3	Staff Visitors	Updated and review Oct 20 Ongoing Review	YES
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> <i>Toilet rolls</i> <i>Hand soap</i> <i>Hand sanitiser</i> <i>Bleach</i> <i>Anti-bacterial wipes</i> <i>Refuge bags</i> 	L	2	Site	Updated and review Oct 20 Ongoing Review	YES
Cleaning while school open	Staff	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ✓ All door handles ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. All classrooms in use to have anti-bacterial tubs with wipes. Ensure that all cleaning chemicals including anti-bacterial liquids are out of reach of pupils and kept in a secure area. Regular cleaning of surfaces will reduce the risk of spreading the virus. 	M	2	Site Cleaning Contract Site	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> Two full-time cleaning staff to reduce likelihood of transmission via surfaces. Cleaning staff provided with full PPE. 					
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Headteacher. In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site Site	Updated and review Oct 20 Ongoing Review	YES
Contractors in school	Staff Pupils Visitors	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the COVID-19 must be included within their Risk Assessments and Method Statements. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 	M	2	Trust Estates Manager/ Site Site	Updated and review Oct 20 Ongoing Review	YES
FIRE SAFETY							
Fire procedures are not appropriate	Staff Pupils Others	<ul style="list-style-type: none"> The National Fire Chief's Council emphasises the importance of drills but does acknowledge that familiarisation and 	M	2	Trust Estates	Updated and	YES

to cover new arrangements		<p>a desktop drill might be acceptable in the current circumstances.</p> <ul style="list-style-type: none"> • Fire drills for each bubble to be completed by September 11th. • New Fire Assembly points in place to support bubbles. • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ <i>Reduced numbers of pupils/staff.</i> ✓ <i>Possible absence of fire marshals.</i> ✓ <i>Social distancing rules during evacuation and at assembly points.</i> ✓ <i>Possible need for additional muster point(s) to enable social distancing where possible.</i> • Staff and pupils to be briefed on any new evacuation procedures. • Fire doors can be left open to support ventilation but must be monitored and closed in the event of a fire. • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. • Full fire drill to take place in September dependent on social-distancing guidelines. 			<p>Manager/ Head Head Caretaker</p> <p>Staff</p> <p>Site Head</p>	<p>review Oct 20</p> <p>Ongoing Review</p>	
VENTILATION							
Ventilation on site		<ul style="list-style-type: none"> • Mechanical ventilation systems <ul style="list-style-type: none"> - Should be adjusted to increase the ventilation rate wherever possible, and checked to 	L	2	Site Team	Updated and review Oct 20	YES

		<p>confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>)</p> <ul style="list-style-type: none"> • Natural ventilation <ul style="list-style-type: none"> - Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>). - Opening internal doors can also assist with creating a throughput of air. • If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>) 	L	2	Site Team Staff		
FIRST AID PROVISION and PPE							
PPE	Staff	<ul style="list-style-type: none"> • PPE to be available for First Aiders. <ul style="list-style-type: none"> - <i>Masks</i> - <i>Gloves</i> - <i>Aprons</i> - <i>Thermometer</i> <p>Head Caretaker to ensure all items in stock and checked daily.</p>	M	2	Site Trust Estates Manager	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> Teachers and pupils do not generally need to wear PPE, although this is made available to any staff who do wish to use it. Other than First Aid, PPE including the use of masks/face coverings for staff and pupils is not recommended through the most current government guidance. This is different for EYFS where guidance states that social distance between staff and children cannot be realistically expected, therefore all teachers and TAs in EYFS setting will wear masks and gloves. 					
Signs of COVID-19	Staff Pupils Others	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible COVID-19 infection, e.g. a new continuous cough, high temperature and/or anosmia, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others with adequate supervision. Supervising staff will always wear PPE and remain at distance of 2m where possible. 	M	3	Staff Head/ Staff Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if a pupil's symptoms worsen. • The parents of ill pupils are contacted as soon as possible. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least 2-metres away from others. • Designated isolated area is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as possible, by their parents. Parents told to contact NHS 111 or 999 if the pupil becomes seriously ill. Parents will also be issued with an advisory letter setting out the process advised by the DfE • Any members of staff who display signs of infection are sent home. • Gov.uk directions to be followed for prompt testing to be arranged. 			Admin		
					Admin		
					Staff		
					Staff		
					Staff		
					Head		

		<ul style="list-style-type: none"> • All DfE guidance, together with guidance from PHE to be followed at all times. • A register to be held of all vulnerable staff and pupils. • A record to be maintained of all pupils and staff who have been advised to self-isolate. <p>Any confirmed case of COVID-19 in a member of staff will result in internal contact tracing and 14-day isolation for all staff and pupils who have been in contact with the confirmed case.</p> <ul style="list-style-type: none"> • Any confirmed case of COVID-19 in a pupil will result in PHE being contacted and advice sought. Parents and carers of the child's bubble will be contacted and asked to collect children. They will be work remotely for two weeks and advised to self-isolate. Internal contact tracing will be implemented and 14-day isolation for all staff and pupils who have been in contact with the confirmed case, as per PHE stipulations. 					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> • A room will be allocated for the treatment of First Aid which will be separate to the isolation room for those showing signs of COVID-19. • Where minor first aid treatment is required First Aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. 	M	2	Head Site Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> Where possible (age and maturity of pupil) ask the pupil to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact. 			Staff Staff Staff		
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised only chest compressions are given and use of a defib. Always wash hands after contact. 	VH	2	Head/ Staff	Updated and review Oct 20 Ongoing Review	YES
First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> First Aiders must always wear gloves, aprons and a mask when administering first aid procedures. Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	H	2	Staff	Updated and review Oct 20 Ongoing Review	YES
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their Pupils to school or on the school premises if they show signs of being unwell and 	M	3	Site Staff	Updated and review Oct 20 Ongoing Review	YES

		<p>believe they have been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Staff and pupils do not return to school before the minimum recommended self-isolation period in line with Public Health England. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 			<p>Staff</p> <p>Staff</p> <p>Parents</p> <p>Head</p>		
Intimate Care	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> • <i>Wear Gloves</i> • <i>Wear an apron</i> • <i>Wear a mask</i> • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to parents on collection of child. • Staff must wash their hands once gloves and masks are removed • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 	M	2	<p>Site/ Staff</p>	<p>Updated and review Oct 20</p> <p>Ongoing Review</p>	YES

Classroom Lessons	Staff Pupils Others	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching. Where pupils may require extra assistance a 2-metre rule must try to be enforced. 	M	3	Staff	Updated and review Oct 20 Ongoing Review	YES
Large spaces need to be used as classrooms	Staff Pupils Others	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, and dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	M	3	Trust Estates Manager Site	Updated and review Oct 20 Ongoing Review	YES
Pupils requiring using the toilet in lesson times	Staff Pupils Others	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet using sinks within classrooms. Follow primary toilet procedures. 	L	3	Staff	Updated and review Oct 20 Ongoing Review	YES
TRACK AND TRACE							
Engagement in NHS Track and Trace	Staff Pupils Others	<ul style="list-style-type: none"> Leadership understand the NHS Test and Trace process. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> Book a test if they or their child are displaying symptoms. <u>The main symptoms are a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste.</u> 	M	3	Leadership All staff Pupils Carers	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> ○ Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. ○ All pupils can be tested <u>if they have symptoms</u>, including children under 5, but children aged 11 and under will need to be helped by their parents <u>or</u> carers if using a home testing kit. ○ Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. ○ Self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. <ul style="list-style-type: none"> ● <u>All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived</u> 					
PUPIL SUPPORT							
Pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> ● Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. ● Encourage pupil to use a tissue to wipe eyes/nose etc. ● If contact is required, consider wearing a face covering. 	L	3	Staff Staff Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> Wash hands after contact. 					
Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> <i>Conversations to take place with pupils.</i> <i>Discussions with parents.</i> <i>Ensure resilience is developed through PSHE programme.</i> <i>School Councillor support if necessary.</i> <i>Referral to appropriate external agencies if necessary.</i> Where BAME pupils indicate anxieties an extended offer of support is made. 	L	3	Staff	Updated and review Oct 20 Ongoing Review	YES
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> Pupils to follow the schools Behaviour Policy. If Restraint techniques are required, it is advised face coverings and gloves are worn. 	L	3	Staff Staff Staff	Updated and review Oct 20 Ongoing Review	YES
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Staff Pupils	<ul style="list-style-type: none"> Appropriate planning in place to support the mental health of pupils returning to school. Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. Individual plans in place for pupils. <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>	L	3	Staff Staff	Updated and review Oct 20 Ongoing Review	YES

Increased number of safeguarding concerns reported following lockdown	Staff Pupils	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning children. • Ensure that key staff (<i>Pastoral & DSL</i>) have capacity to deal with arising concerns. • If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	3	Head Head DSL	Updated and review Oct 20 Ongoing Review	YES
Clinically extremely vulnerable pupils	Pupils	<ul style="list-style-type: none"> • Pupils whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Appropriate arrangements for remote education will need to be made. • Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education. 	H	2	Head HR	Updated Nov 20	YES
STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> • Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. • Requests to counsellor@matrixacademytrust.co.uk • Requests are expected to be answered within 48 hours Monday to Thursday. 	M	3	Head/ Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> The counselling service would remain confidential at all times (<i>unless life or death situation</i>). Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 					
BAME Black, Asian and Minority Ethnic	Staff Students	<ul style="list-style-type: none"> A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). Staff testing: There is now a national testing process for England which is available for all staff including BAME staff. The Trust is registered as a priority employer, so, staff requesting a test should contact central Matrix HR. Redeployment: BAME staff may be considered for redeployment to lower risk work areas or home working. Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Trust	Updated and review Oct 20	YES
			M	3	Head	Ongoing Review	
			M	3	Staff		
			M	3	Head		
			M	3	Head		
Clinically extremely vulnerable staff	Staff	<ul style="list-style-type: none"> Individuals who are clinically extremely vulnerable (CEV) are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their 	H	2	Head HR	Updated Nov 20	YES

		<p>GP, and may have been advised to shield in the past.</p> <ul style="list-style-type: none"> Identified clinically extremely vulnerable staff to seek advice from HR. All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. Staff and pupils who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, should continue to attend school in line with current guidance. 					
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff Pupils Others	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ <i>Health and Safety Policy</i> ✓ <i>Behaviour Policy</i> ✓ <i>Safeguarding Policy</i> All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. All staff can access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ✓ <i>Public Health England</i> ✓ <i>Gov.co.uk</i> ✓ <i>NHS</i> ✓ <i>DfE</i> ✓ <i>Department for Health and Social Care</i> Staff to access FLICK COVID-19 training. 	M	2	Site/ Staff Staff Staff Head	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> • Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. • Parents are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with COVID-19. • Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19. 			Head Staff		
Poor hygiene practice	Staff	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff to wash their hands, e.g. before entering and leaving the school. • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (<i>that contains no less than 60% alcohol</i>) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (<i>or hand sanitiser where applicable</i>), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. 	M	3	Site Staff Site Staff Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> • Staff cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 3 times a day and paper/hand towels are checked and refilled 3 times a day. • Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 			Catering Cleaners/ Site Trust Estates Manager/ Site		
Poor management of infectious diseases	Staff Pupils Other	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by parents when a child contracts COVID-19 and when they return to school. • Staff inform the Headteacher when they plan to return to work after having coronavirus. 	M	2	All Staff All Staff	Updated and review Oct 20 Ongoing Review	YES

		<ul style="list-style-type: none"> The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			Trust Estates Manager		
Emergencies	Staff Pupils	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin Admin Admin	Updated and review Oct 20 Ongoing Review	YES
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Headteacher to share this Risk Assessment with all staff. Staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the Central Trust Team or the Trust Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parents informed of any changes. 	M	1	Head Head	Updated and review Oct 20 Ongoing Review	YES
Insufficient staff to run face-to-sessions for pupils.	Staff Pupils Other	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. Protocols for staff to inform leaders if they need to self-isolate clearly in place. 	M	3	Head Trust HR	Updated and review Oct 20	YES

		<ul style="list-style-type: none"> • Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. • As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. 			Head	Ongoing Review	
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