Telford & Wrekin COUNCIL

Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2) for Newport Infant School		
Assessment conducted by: Chris Pierce, Emma Robson	Job title: Headteacher / Deputy Headteacher	Covered by this assessment:
Date of assessment: 13/7/20	Date of next review: 1/9/20	This document was written on 13/7/20and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools for all pupils in all year groups to return to school full time from the beginning of the autumn term, **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 risk assessment reflects the local setting and context of the school. #
- Staff and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- 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.

Key:	
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. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add

Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Head Teacher Sign …… Date …… Chair of Governors sign …… Date ……
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place **before pupils return to the setting.** Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	L	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly • Information on the school website is updated. • Parents updated via ParentMail as necessary. • Any change in information to be shared with Chair of Governors, 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 As a result, the school has the most recent information from the government, and this is distributed throughout the school community. In the event that the Head teacher is ill and does not access the update emails, the IT technician will forward	L	L	Chris Pierce		

		the emails to the Deputy Head Teacher or next senior teacher available					
Poor communication with parents and other stakeholders	L	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems (emails and informal reminders via WhatsApp Group) • Head teacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice.	**L**	**L**			
Lack of awareness of policies and procedures	L	• School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: ➢ Health and Safety Policy ➢ Infection Control Policy ➢ First Aid Policy ➢ Intimate care policy ➢ Behaviour policy ➢ Business Continuity/Resilience • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: ➢ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➢ The Health Protection (Notification) Regulations 2010 ➢ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➢ DfE and PHE (2020) 'COVID-19: guidance for educational settings'	**L**	**L**			

		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. All staff have completed the IPC Training • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • 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 day they return to school in September. All are informed that they must tell a member of staff if they begin to feel unwell • Daily electronic briefing issued to staff via Teams when necessary. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Extremely clinically vulnerable (High risk) individuals	H	• Individual risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19) GUIDANCE SET TO CHANGE ON 1ST AUGUST	**L**	**L**			
Clinically Vulnerable staff and pupils	H	• Individual risk assessment to be completed for vulnerable staff and pupils • 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	**L**	**L**			

Poor hygiene practice in school - **General**	H	• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • Pupils must bring their own water bottle to school daily and use these throughout the day, including lunchtime. • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning at lunchtime and additional cleaning to be supported by staff as required. There is regular monitoring of toilets by staff in classes and paper/hand towels are checked and refilled regularly and monitored by all staff. • Follow T&W cleaning in school guidance • Pupils do not share stationery equipment as they will be allocated their own and sharing of other equipment is limited and risk minimised through rigorous cleaning. As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.	**L**	**L**			
Hand Hygiene	H	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. Regular and thorough hand cleaning is going to be needed for the foreseeable future. • 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	**L**	**L**			

		required in school (e.g. washing hands before entering and leaving school) • All visitors to site receive a leaflet informing them of the measures in place to minimise the risk of transmission of Coronavirus and the expectations of their behaviour whilst in our school. • Pupils to wash their hands with soap when entering school, before and after lunchtimes for no less than 20 seconds. Hand sanitiser will be used before / after break time and at other points in the day as required. • School to use the E-Bug material • Remind pupils of the School nurse hand washing demonstrations • Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors, as well as lidded bins. • 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 • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. 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. • These routines will become embedded into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them					
Poor hygiene practice – **specific – school entrance**	L	• Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Remove screen signing system, receptionist to have a written log of visitors/contractors. Staff to sign in using contactless system on the Inventry screen • Areas touched to be wiped down • Discourage parents from entering the school building through a revised start and end of the day procedure • Reduce the amount of people accessing reception area at any one time by staggering start and end times of the school day. • Rearrange/remove furniture in reception area to facilitate social distancing. • Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, reception staff are protected.	**L**	**L**			
Poor hygiene practice – **specific – office spaces.**	M	• Start and end times for administrative staff are staggered to support social distancing • Ensure distancing is maintained between desks • Floor tape is used to remind staff not to enter the office	**L**	**L**			

		• Clear Perspex divider used to segregate office staff work spaces. • Clear Perspex divider placed in front of the office window to act as a screen when visitors arrive at school. • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Each individual responsible for wiping down equipment such as printers • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, office practice in office spaces limits the risk of the spread of any infection.					
System of Controls - **Prevention**	M	**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** **2) clean hands thoroughly more often than usual** **3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach** **4) Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach, is in place with additional cleaning staff at lunchtime**	**L**	**L**			

		5) minimise contact between individuals and maintain social distancing wherever possible, using Year Group bubbles, one way system in and out of school 6) where necessary, wear appropriate personal protective equipment (PPE) **(Numbers 1 to 4 must be in place in all schools, all the time.** **Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.** **Number 6 applies in specific circumstances.)**					
System of Control **- Responsive**	M	7) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following health protection hub and PHE advice **(Numbers 7 to 9 must be followed in every case where they are relevant)**	**L**	**L**			
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	M	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up	**L**	**L**			

		• Inform each year group and their parents of their allocated times for the beginning of their school day initially this will be a staggered start over 30 minutes, with 15 mins for specific year groups to arrive. • Inform each year group and their parents of the allocated entrance points to school. Parents to be informed via ParentMail and there is clear signage around school to support this. • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school at the start and end of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site • Pupils not to come into school if they feel unwell or have had any medication that morning which might suppress a high temperature such as Calpol. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice **– specific – toilet/changing facilities.**	M	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools)	**L**	**L**			

		• All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures in line with Intimate Care Policy. • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • Restrict numbers of children using the toilets. Each class has their own toilet block for use exclusively throughout the day. • Provide paper towels instead of blow dryers (less risk of aerosol). Hand driers will be turned off at the wall and will only be activated if paper towels are not available. Only staff can access the power button and this will be monitored throughout the day during the supervision of hand-washing. • Prop doors open where possible to reduce hand contact surfaces • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – **specific - end of the school day.**	M	• Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day. There is a staggered collection time over 30 minutes (with 15 mins for specific year groups) and a one way system around school.	**L**	**L**			

		• Inform pupils and their parents of the allocated exit points and pick up points. Most classes will be collected from external Classroom door, except Fox and Woodpecker who will leave via the main entrance, and Rabbit from the nearby external door. No parents will be allowed into school. • The one way system for the beginning and end of the school day will be monitored by a member of SLT. • 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 • 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. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	M	Staff are informed of the symptoms of possible coronavirus infection, • A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature • 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) • A change to their normal sense of taste or smell (anosmia)	**L**	**L**			

		• Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Complete the school notification form and send to HealthProtectionHub@telford.gov.uk • Any pupil who displays signs of being unwell is immediately referred to Chris Pierce or Emma Robson or other SLT member in their absence. • Any staff member who displays signs of being unwell immediately refers themselves to Chris Pierce or Emma Robson or and SLT member in their absence and is sent home (See guidance on Dealing with incidents at school) • 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. (The Island Room or Storysack room). They will sit on a plastic chair and will be monitored by a member of staff who will wear PPE if they need to approach the child/adult. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing					

		• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell (see PPE guidance for schools) • All staff are informed of the procedure in school relating a pupil becoming unwell in school • If a pupil needs to use the bathroom, they should use a separate bathroom (The disabled toilet near the Island room) , which will be cleaned after use. • 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. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the Island Room/ Storysack room where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	• Classrooms to be set out to minimise face to face contact and maintain social distancing. Tables will be arranged so pupils do not sit directly opposite other pupils with less than 2m distance.	**L**	**L**			

		• At the horseshoe teaching table, staff will sit further back to maintain 2m or will guide from walking behind pupils to look at work and giving feedback. • When Children sit for the carpet session, they will maintain a distance between rows or have a mixture of chairs / carpet sitting to maximise a safe distance. • Playtime / lunchtime will be staggered to allow only one year group at a time to use the outdoor area. The playground will be divided into two sections when there are 2 year groups out on the playground at once at lunchtime. • Each year group will have their own equipment. • Lunches will be served in the hall, one year group at a time. Tables will be set out to minimise face to face contact and all seats/tables will be wiped down between year groups. • The staff room will have some seating removed to allow for social distancing and as year groups have a staggered lunchtime, so will staff to minimise the numbers in the staff room. The Grub Club will be used for PPA and for additional space for staff during their breaks to ensure that social distancing can be maintained and allow staff a quiet space where they feel safe. • A one way system will remain in school. Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.					

		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: • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)					
Mental Health and Wellbeing for pupils	H	• Where year groups are returning to school we would expect leaders and teachers to; ➢ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn ➢ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks ➢ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils • We will be following a Recovery Curriculum for the first 3-4 weeks, following the guidance from the Severn Teaching School and using resources to support wellbeing. • Any individuals needing extra support will be identified and a support programme set up. • Teachers will plan their teaching to plug the gaps that they identify through ongoing assessment for learning	**L**	**M**			

		and through the use of the Knowledge Organisers which identify aspects of the foundation curriculum which will not have been taught during the school closure.					
A pupil is tested and has a confirmed case of coronavirus.	H	In line with government advice: • Follow guidance from the Test and Trace team in the Health Protection Hub As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	**L**	**M**			
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	M	• Minimise contact between staff and pupils • Staffing has been arranged so that most staff work in a single Year group bubble, with some exceptions for SEND purposes. Staff are spending much more time within a single class where possible to minimise movement. • Maintain social distancing where possible • Procedures are in place for maternity cover teacher to start at an earlier date if required. • Leaders to have a list of staff shielding, or who are more vulnerable. • 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 • Staff will create PDF files for the Smartboard pages for their lessons and all worksheets and save them in a separate folder on the shared staff drive. These will be instantly available for any child who requires access to remote learning.	**L**	**L**			

		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	• Staggered break and lunch times ensure that there is no mass movement of pupils beyond their year group bubble at any one time. • One way system in place within school, marked with arrows at all times. • Allocated times for each year group to be identified for break time and lunchtime • Lunchtime to be staggered for different year groups Each year group to have an allocated slot for lunch/outdoor play to maintain distancing between year groups. • The playground is permanently divided into 2 large areas so that year group bubbles do not mix • Pupils advised not to play contact games at break time or lunchtime. Outdoor equipment is used only under staff supervision within year groups and is cleaned after use. Each year group has its own box of equipment for use. • Pupils to be supervised in washing hands before and after lunch • Pupils to be supervised in having hand sanitiser on before and after playtime • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Catering staff will not move from behind the serving trolley whilst the children are in the hall	**L**	**L**			

		• Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority. As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	M	• Staff will consider how they set up their classrooms to support social distancing and minimise the sharing of equipment, particularly in Key Stage 1. They will use the cleaning materials provided in each class to allow the children to access the full range of equipment that they would normally use as part of our curriculum. • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Desks to be arranged to support social distancing and minimising face to face contact over a prolonged period of time in Key Stage 1. • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied daily in classrooms and monitored by staff in each classroom so that they can be emptied more frequently if necessary. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must bring their own water bottles to school each day. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use. • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use	**L**	L			

		• Shared teaching resources will be cleaned between use and tablets will be managed as above. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Furniture in the staff room has been arranged to support social distancing and there are cleaning materials available and a hand sanitising station for use. An additional area has been created to allow staff to spread out more in school and maintain social distancing as much as possible. Staff are to bring their own crockery and cutlery for use in school. • Lunch and break rotas have been staggered to minimise the potential for large groups to gather in shared areas. • The Grub Club has been repurposed for staff to use for PPA and additional break time space/meetings. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, the risk of infection to staff and pupils in classrooms is reduced. •					
Music Lessons	M	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.	**L**	**L**			

		• Play/sing outdoors where possible • Limit group sizes to no more than 15 • Position pupils back to back or side to side					
Physical Activities	M	• Outdoor PE will be prioritised • Scrupulous attention to cleaning and hygiene Schools should refer to the following advice: • guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust	**L**	**L**			
Breakfast club/After school provisions	M	• Children will be looked after in consistent groups • Children will only be allowed to access one wraparound provider • No contact sport	**L**	**L**			
Poor pupil behaviour increases the risk of the spread of the infection.	M	• Pupils are reminded of the behaviour policy on their return to school • 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 • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. • Follow T&W PPE guidance As a result, pupils and staff understand the behaviour policy/individual plans in context.	**M**	M			
Pupils with complex needs are not adequately prepared for a	L	• Plans are made for SEND pupils returning in conjunction with families and other agencies, to agree a transition back which supports their	**L**	**L**			

return to school or safely supported.		emotional wellbeing as well as educational outcomes. • Leaders and staff should review individual pupils' handling plans, including the use of PPE (see PPE guidance) • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • Review individual communication plans where close proximity is expected e.g. on-body signing • Plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. • Follow T&W PPE guidance • As a result, pupils with complex needs are well supported.					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	• Appropriate planning is in place to support the mental health of pupils returning to school • Plans are made for SEND pupils returning in conjunction with families and other agencies, to agree a transition back which supports their emotional wellbeing as well as educational outcomes. • 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	**L**	**L**			

		• Staff will create PDF files for the Smartboard pages for their lessons and all worksheets and save them in a separate folder on the shared staff drive. These will be instantly available for any child who requires access to remote learning. As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown.	M	• Agree safeguarding provision to be put in place to support returning pupils, see guidance in reopening plan • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns – Deputy Head Teacher is out of class for 3 days giving additional capacity for leadership. There are 2 additional DSL's on site. • Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	**L**	**L**			
Emergency evacuation due to fire etc.	M	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained – identified in re opening plan • Practice fire drill completed in first week • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils regularly.. As a result, social distancing is maintained in the event of an emergency evacuation.	L	**M**			

Cleaning is not sufficiently comprehensive.	L	• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening
		• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures
		• Additional cleaning hours each day at lunch time to facilitate cleaning of toilets and high frequency touch areas.
		• All classes have access to cleaning materials and all staff have completed the Infection Protection and Control Assessment and show a good understanding of the measures required.
		• Sanitiser is available next to photocopiers/printers etc
		• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).
		
		Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
		Points to consider and implement:
		• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
		  • more frequent cleaning of rooms / shared areas that are used by different groups
		  • frequently touched surfaces being cleaned more often than normal
		• Each class will have its own toilet block and these will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
			L	**L**			

		By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.					
Contractors, deliveries and visitors increase the risk of infection.	H	• All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils. This includes a no entry/exit policy at staggered arrival and pick up times. • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • 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 • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • All visitors to site will need to read the leaflet identifying the rules and measures in place in school	**L**	**L**			

		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Professional Visitors	M	• All visitors to be checked to ensure that they are essential visitors prior to entry to the school • Pre questionnaire completed by professional visitor • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils • All professional visitors to wash hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities • All areas in which Professional visitor work are cleaned in line with government guidance • Professional visitors to bring own food, drink and utensils onto site. • Professional visitors to be responsible for cleaning their own equipment and personal belongings • All professional visitors to read the leaflet outlining the rules and measures in place in the school building. As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.	**L**	**L**			
Transport	L	Follow the transport guidance • Advise parents to walk to and from school where possible • Discourage parents from using public transport to travel to and from school	**L**	**L**			
Educational Visits	M	• No overnight or overseas educational visits • Non-overnight domestic educational visits can resume	**L**	**L**			

		• Pupils to be kept to the school classes indoors and year groups outdoors • Destination should be COVID-secure					

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

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 staff

Cleaning

Toilets

Transport

- 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
- 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

- 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
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate