

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

Assessment date:

20/08/20

Name of assessor:

MRS R PATEL

## RISK ASSESSMENT FOR COUNTY BRIDGE PRIMARY SCHOOL FULL OPENING SEPTEMBER 2020

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	Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community	<p>Consider</p> <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>At secondary the bubble will be a year group to enable the delivery of the full range of curriculum subjects with students able to receive specialist teaching. The guidance states that it should be a best fit approach rather than an all or nothing approach.</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</li> </ul>	<ul style="list-style-type: none"> <li>Each class will form a 'Bubble' – maximum of 30 children per 'Bubble' in Years Reception to Year 6 and although Nursery will operate as a 'Bubble' of 39 by end of year it will begin as 26 children in Autumn. Nursery and Reception will share the outdoor classroom space but not at the same time.</li> <li>Each 'Bubble' will remain in their classroom for teaching and learning and at break and lunchtimes but will integrate for the purposes of accessing clubs before / during /after school.</li> <li>Music/PE/consultant staff and other external agency staff will be able to provide their usual services. However, these staff members will be expected to read, understand and follow County Bridge Covid-19 risk assessment, control</li> </ul>	H	<ol style="list-style-type: none"> <li>HT/SLT/SBM/ Caretaker</li> <li>1/9/20</li> <li>1/9/20</li> </ol>

		<p>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</p> <ul style="list-style-type: none"> <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>• The occupancy has been assessed within the building. Staff who can work from home or other locations should do so</li> <li>• Physical barriers have been put in place to promote social distancing</li> <li>• Notices and marker tape are present in circulation areas to encourage the 2m rule</li> <li>• Staff to have staggered arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points</li> <li>• Non-teaching staff work from home if possible, if not dedicated work stations are identified for each staff member.</li> <li>• Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk</li> <li>• Large gatherings should be avoided including Assemblies and other large groups</li> </ul>	<p>measures and guidelines.</p> <ul style="list-style-type: none"> <li>• Supply staff will be used sparingly, in an emergency.</li> <li>• All children will remain in their classes and children encouraged to remain in their seats. In Years 1 to 6, tables and chairs arranged side to side, in rows, with all children facing the front of the classroom. Groups will only move at break times and lunch times. PE lessons will be expected to take place outdoors.</li> <li>• Adults will be expected to maintain social distancing between each other and between themselves and the children at all times. This is to be communicated to children too and explicitly taught every day.</li> <li>• Assemblies will take place for no more than 1 'Bubble' at a time or via video conferencing for larger groups.</li> <li>• ALL staff were working IN school in the Summer term and thereafter. Only staff isolating (when presenting with symptoms or testing positive with no symptoms) will work from home in the autumn term and thereafter.</li> <li>• Staff to remain in their own classrooms at all times, as</li> </ul>		
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			<p>much as possible, and avoid other classrooms at all times. Internal telephone system to be utilised for messages between areas/staff.</p> <ul style="list-style-type: none"> <li>• The main class computer is only handled by one member of staff and cleaned prior to use by another staff member. Staff to also wash hands before/after use – washing hands MUST remain a top priority to reduce risk of transmission.</li> <li>• Perspex screen installed between front-facing office personnel and also at the school's reception to ensure protection for office staff from parents &amp; visitors</li> <li>• All staff to avoid movement to and back from places inside school (especially office areas due to the narrow corridor space) and instead use internal phone system.</li> <li>• Notices and marker tapes present in all areas to encourage 2m distance rule</li> <li>• School will be open from 7:30am to 6:30pm and staff will arrive and depart within these times – just as they do already with little to no congestion in entrance</li> </ul>		
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			<p>areas.</p> <ul style="list-style-type: none"> <li>• Additional sanitising and cleaning will be undertaken to ensure areas are regular sanitised and cleaned between staff use. <b>Hot-desking will be strictly avoided.</b></li> <li>• Our caretaker will be provided additional hours to remain on site for regular and additional cleaning during the day</li> </ul>		
Segregation of pupils	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>• How students can 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>• Staggering arrival and departure times for each group to ensure that there is social distancing between groups</li> <li>• Each group having a dedicated work space and remain within this work space for the majority of lessons</li> <li>• Having tables and work stations as far apart as possible</li> <li>• Having forward facing tables so pupils are sitting side by side and not facing each other</li> <li>• Having one way systems around the school to support social distancing. If this is not possible in corridors where students or staff may cross a solid barrier could be installed dividing the two sides of the corridor. (consideration should be given to fire safety and there may need to be a</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils organised to mostly remain in their classes with their teachers, TAs and dinner supervisor. Occasionally, in an emergency, the class may be taught by a cover/supply teacher but a strict social distancing of 2m <b>MUST</b> be observed.</li> <li>• Staggered arrival and departure times for different year groups:  <b>12:15-3:15 First Steps</b>  <b>8:30-11:30 Year Nurs</b>  <b>8:35-3:05 Year Rec</b>  <b>8:50-3:10 Years 1/2</b>  <b>8:40-3:15 Years 3/4</b>  <b>8:30-3:20 Years 5/6</b>  <b>Where there are multiple classes coming into school at the same time, social distancing MUST be observed by staff.</b></li> <li>• Parents with more than one</li> </ul>	H	<ol style="list-style-type: none"> <li>1. HT/SLT</li> <li>2. 1/9/20</li> <li>3. 1/9/20</li> </ol>

		<p>review of the fire risk assessment)</p>	<p>child in multiple year groups to drop all children off at the earlier time and collect all children at the later time. Staff to keep children in their classrooms if they will be collected at later times and likewise be available from the earlier start times to ensure there is supervision and learning for children arriving at the earlier times.</p> <ul style="list-style-type: none"> <li>• Children to use same table and chair every day and will remain in the same place to have their snack (and lunch for Years 5 &amp; 6).</li> <li>• All pupil tables to be side to side, in rows and forward facing.</li> <li>• ALL pupils to have individual stationery pack fetched out/put away at start/end of day from their personal trays. STRICTLY no sharing of frequently used resources such as pens, pencils, rulers.</li> <li>• Classroom based resources, such as books and games can be shared by children in the class but should be cleaned regularly along with frequently touched surfaces.</li> <li>• Sports, music, art, science, etc. equipment should be</li> </ul>		
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			<p>cleaned regularly and always between classes or rotated to allow them to be left unused and out of reach for 48 hours (or 72 hours if plastic) between use by different classes.</p> <ul style="list-style-type: none"> <li>• Parents to leave/collect pupils at the school gate at designated times (see timings above). Staff to receive/handover pupils at the gate.</li> <li>• One-way system on the outside of the building marked out using arrows.</li> <li>• Impossible to mark out some of the narrow office area corridors but strict protocols followed.</li> <li>• All pupil entry points are from external doors directly into the classroom /cloakroom area to avoid movement around the school and similarly exit points will be directly from classroom to external areas</li> </ul>		
Staff and parent interaction. (Including meetings)	Teacher Support Staff Supply Staff Peripatetic Staff Parent Community	Consider <ul style="list-style-type: none"> <li>• Advising parents 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>• Notification that parents must notify school of an outcome of a child's test as soon as possible</li> <li>• Setting up guidelines for parents to contact the school and specific teachers; including,</li> </ul>	<ul style="list-style-type: none"> <li>• Parents letter sent 16/7 and 20/8 informing them of key changes from 1<sup>st</sup> Sept and expectations.</li> <li>• All face to face meetings with parent (only one parent) are strictly by appointment only</li> <li>• ALL parent meetings or</li> </ul>	H	<ol style="list-style-type: none"> <li>1. HT to inform parents</li> <li>2. 16/7/20 &amp; 20/8/20</li> <li>3. 16/7/20 &amp; 20/8/20</li> </ol> <p>Repeat texts periodically to</p>

		<p>telephone, website and social media contacts</p> <ul style="list-style-type: none"> <li>• Informing parents 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>• Using 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 all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them</li> </ul>	<p>any other meeting must take place in the community room with all windows open</p> <ul style="list-style-type: none"> <li>• Pen pots for parents &amp; visitors created (used and unused) to rotate use so to avoid sharing staff pens but to avoid cross-contamination between parents/visitors. Sanitise pens after each use.</li> <li>• Clear signage and markers outside the school's reception area and inside the school.</li> <li>• Office staff keep a record of all visitors to the school along with their temperature measures and a record of their telephone numbers (for contact by 'Test &amp; Trace').</li> <li>• Parent letter sent to inform parents that they must notify school the outcome of a Coronavirus test, urgently. Periodically, parent text will be sent to remind them of this.</li> </ul>		<p>remind parents to report child unwell to school immediately and report the outcome of a test urgently.</p>
Staff and Staff interaction	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>• Instructing staff members to adhere to social distancing at all times</li> <li>• Having reminders and notices clearly displayed a critical points around the building including staff only areas</li> </ul>	<ul style="list-style-type: none"> <li>• Strict 2m (at least 1+) social distancing rule communicated by Headteacher to ALL staff and all staff have a duty to remind one another.</li> <li>• Staff asked to avoid walking to different areas around the</li> </ul>	M	<p>1. HT to staff when sharing Risk Assessment</p> <p>2. 1/9/20</p> <p>3.2/9/20</p>

		<ul style="list-style-type: none"> <li>• Staggering break times for all staff to make social distancing easier</li> </ul>	<p>school for passing messages, etc... and instead told to telephone – especially to avoid office areas as they are already at maximum capacity</p> <ul style="list-style-type: none"> <li>• Social distancing posters around school, staff room and in classrooms too</li> <li>• Break times are staggered as follows: Y1/2 10:45-11:00 Y3/4 10:15-10:30 Y5/6 10:30-10:45 ALL staff will be required to take their classes out for break times and ensure both year groups remain separated.</li> <li>• Lunch times are staggered so staff lunch time is also staggered – outdoor quad area, reading area, library area and staff room available for staff lunch times but staff to strictly observe 2m social distancing rule.</li> <li>• Staggered lunchtimes as follows: Year Rec - 12:00-1:00pm Years 1/2 - 12:20-1:10pm Years 3/4 - 12:10-12:55pm Years 5/6 - 12:00-12:45pm Years 5/6 will have their lunch in their classrooms.</li> </ul>		
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<p>Statutory and best practice inspections</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community Contractor</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>• Prior to reopening completing a check 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>• HT, SBM &amp; Caretaker to ensure all statutory compliance checks are up to date.</li> <li>• External audit of trim trail undertaken and trim trail is open for children's use.</li> <li>• Rotational use of the trim trail at break times - one class per week to ensure it is left unused for 48 hours before used by the next class.</li> </ul>	<p>M</p>	<ol style="list-style-type: none"> <li>1. HT/SBM &amp; caretaker</li> <li>2. 2/9/20</li> <li>3. 2/9/20</li> </ol>
<p>Contamination on surfaces including toys and equipment</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>• Removing all soft furnishings which may be difficult to clean</li> <li>• Removing and isolating all soft toys or toys which may have parts which are difficult to clean</li> <li>• Ensuring 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>• Ensuring that all surfaces are sanitised at the end of each day and regularly throughout the day</li> <li>• Pupils and staff having individual equipment provided where possible including paper and pens. These items should not be shared.</li> <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>	<ul style="list-style-type: none"> <li>• ALL staff to ensure all classroom areas have been decluttered and all soft furnishings have been removed. Final check to be undertaken by HT on 2/9</li> <li>• ALL staff to ensure all soft toys or intricate toys are removed and stored away</li> <li>• Teachers and TAs to have sanitiser and wipes to ensure surfaces are wiped out throughout the day, including push plates, door handles, etc... Teachers and TAs to wipe down iPads/laptops at the end of each use and prior to distributing the equipment to pupils</li> <li>• Cleaners/caretaker to ensure all surfaces are sanitised daily, as also is the back of pupils' chairs,</li> </ul>	<p>H</p>	<ol style="list-style-type: none"> <li>1. ALL Staff</li> <li>2. 2/9/20</li> <li>3. 2/9/20</li> </ol>

			<p>door handles, rails, push plates, light switches, etc...</p> <ul style="list-style-type: none"> <li>• ALL pupils to have individual stationery pack fetched out/put away at start/end of day from their personal trays. STRICTLY no sharing of frequently used resources such as pens, pencils, rulers.</li> <li>• Staff to have individual resources and strictly avoid sharing stationery</li> <li>• Classroom based resources, such as books and games can be shared by children in the class but should be cleaned regularly along with frequently touched surfaces.</li> <li>• Sports, music, art, science, etc. equipment should be cleaned regularly and always between use by different classes or rotated to allow them to be left unused and out of reach for 48 hours (or 72 hours if plastic).</li> </ul>		
Lack of effective cleaning	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<ul style="list-style-type: none"> <li>• Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least twice daily</li> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>• What cleaning needs to be undertaken prior to reopening if the school or areas of the school have been closed or used previously</li> </ul>	<ul style="list-style-type: none"> <li>• Summer deep clean undertaken prior to children returning in September.</li> <li>• High frequented busy areas to be cleaned/sanitised 3 times per day by the on-site caretaker/cleaners</li> <li>• Meeting with HT, SBM and</li> </ul>	H	<p>1. HT/SBM/ caretaker – caretaker to discuss expectations with cleaners.</p> <p>2. 2/9/20</p>

		<ul style="list-style-type: none"> <li>• Introducing 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>• Adequate time for cleaning of dining halls between groups</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>	<p>caretaker to identify a daily plan for cleaning throughout the day</p> <ul style="list-style-type: none"> <li>• Teachers, TAs and lunch time supervisors wipe down surfaces throughout the day</li> <li>• Ipads/laptops used are wiped before and after distribution</li> <li>• Books are available for all children's use but are sanitised daily.</li> <li>• Dinner staff to wipe dining tables down after each use and before the next child's use in the dining hall. In class, table surfaces are wiped down and then sanitised after lunch is eaten.</li> <li>• Bathroom out of use until cleaning has taken place if a child displaying symptoms has used it prior to being sent home.</li> <li>• Children/staff avoid touching interactive whiteboard – (DO NOT WIPE DOWN IWB USING SANITISING WIPES)</li> <li>• Weekly cleaning of shared resources. Staff to support the cleaning of resources and cleaners to undertake a deep clean including wiping down of exposed low-level wall areas where staff/children may have</li> </ul>		<p>3. 2/9/20</p>
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			touched.		
Lack of effective ventilation	Teacher Support Staff Supply Staff Peripatetic Staff Pupil	Consider <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>Checking 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>Opening doors and windows frequently to increase ventilation where possible</li> <li>Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers</li> </ul>	<ul style="list-style-type: none"> <li>School has not been closed</li> <li>As part of daily opening, caretaker to open classroom windows at start of day to begin ventilation of school and staff to close windows at the end of day.</li> <li>Doors kept open but fire doors to be closed when classrooms are empty.</li> <li>Ensure all areas are well ventilated throughout the day.</li> <li>Parent letter is sent instructing to ensure children have layers of clothing as windows will remain open during the day.</li> </ul>	M	1. ALL staff/ caretaker Daily opening of windows  2. 1/9/20  3. 1/9/20
Personal Hygiene, toilet, shower and changing facilities	Teacher Support Staff Supply Staff Peripatetic Staff Pupil	<ul style="list-style-type: none"> <li>Handwashing facilities are available to all staff. These include those in the following locations: Toilets Kitchen Classroom sinks Staff room Offices</li> <li>Hand sanitisers have been made available at the following locations: School Reception Entry/Exit point of every classroom Offices</li> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>Using signs and posters to build awareness of good handwashing technique, the need to avoid</li> </ul>	<ul style="list-style-type: none"> <li>Teachers/TAs to include direct teaching of personal hygiene, handwashing, correct toilet protocols within the curriculum. Teachers to teach the children how to behave at break times, lunch times, start and end of day, etc... and all children to understand the 'social distancing' concept and understand that clubs will operate with two class 'Bubbles'. New behaviour expectations communicated explicitly to all children in school. Staff to be aware of</li> </ul>	H	1. ALL staff / HT/SBM/ caretaker  2. 1/9/20  3. 1/9/20

- touching your face and the need to cough or sneeze into your arm
- Make signage pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial
  - Providing regular reminders and signage to maintain hygiene standards
  - Providing hand sanitiser in multiple locations in addition to washrooms
  - Providing tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it.'
  - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible
  - Enhancing cleaning for busy areas
  - Minimising use of portable toilets
  - Providing more waste facilities and more frequent rubbish collection
  - Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items, and social distancing is achieved as much as possible
  - Changing facilities should be sanitised after each group use
  - Enhancing cleaning for busy areas.
  - Providing more waste facilities and more frequent rubbish collection.
  - Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities

- the raised anxiety levels of children returning to school and appreciate the impact of this on children's behaviour.
- Handwashing – length of time and procedure included in direct teaching with reference to the posters displayed in classrooms and around school
  - Posters (e-bug) displayed in every classroom
  - Children MUST understand and verbalise procedures of personal hygiene, handwashing, 'catch it, bin it, kill it' learning.
  - Staff to ensure all pupils have a personal supply of tissue – provided by parents.
  - Staff to ensure pupils are clear about the use of toilets and social distancing within the communal hand wash areas
  - Daily cleaning is undertaken between breaks; after the children have arrived, after lunch and after the children have left at the end of the day.
  - Rubbish collection is increased.
  - Children to change for PE – limit back and forth of PE shoes between home and

			<p>school - to remain in school for a whole week. Kit (clothes) must be washed after use.</p> <ul style="list-style-type: none"> <li>• Nappy changing, intimate care, first aid, safeguarding, behaviour policies updated with a Covid 19 addendum.</li> <li>• Staff to ensure changing areas are sanitised after each use.</li> <li>• Hand towels are provided in every classroom area and replenished daily by cleaning staff.</li> <li>• Hand dryers are deemed safe to use on the HSE website</li> <li>• Letter informing parents to provide a pack of tissues for every child – (as mentioned above) staff to ensure these are provided.</li> </ul>		
Staff at increased risk from the virus	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<ul style="list-style-type: none"> <li>• Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed</li> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>• Whenever possible, vulnerable workers should be considered for roles where they can work from home.</li> <li>• That 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 remaining 2m away from others</li> <li>• From 1<sup>st</sup> August 2020 staff members who are</li> </ul>	<ul style="list-style-type: none"> <li>• All staff working in school now as shielding is paused by the government.</li> <li>• In cases of 'Local Lockdown', there is an expectation for all staff to continue to attend for work.</li> <li>• All staff reminded to observe strict Covid-19 control measures</li> <li>• A senior member of staff trained as Mental Health First Aider.</li> <li>• Huge focus on positive</li> </ul>	H	<ol style="list-style-type: none"> <li>1. HT/ SBM/ Individual staff</li> <li>2. 1/9/20</li> <li>3. 1/9/20</li> </ol>

		<p>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</p> <ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> <li>• Putting measure 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>	<p>mental health development in children – training day focus.</p> <ul style="list-style-type: none"> <li>• School staff insurance company will provide a comprehensive wellbeing service for staff offering a wide range of support. Walsall council also provide an alternative service for employees.</li> <li>• Undertake additional Risk Assessments for individual staff, as appropriate.</li> </ul>		
Pupils at an increased risk from the virus	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community</p>	<p>Consider</p> <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>• Huge focus on positive mental health development in children – training day focus.</li> <li>• SENCO to ensure medical practitioner advice is sought for critically extremely vulnerable child/children returning to school as shielding is paused by the government..</li> <li>• SENCO to co-review EHCP with parents to identify plans for a successful return and catch up.</li> <li>• Individual risk assessments for children are co-reviewed with parents by the SENCO and updated.</li> </ul>	M	<ol style="list-style-type: none"> <li>1. HT/ SENCO/ Health professionals</li> <li>2. 4/9/20</li> <li>3. 4/9/20</li> </ol>

<p>Visitors and contractors</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Visitors Contractors</p>	<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 all times</li> <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> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>• Encouraging visits via remote connection/working where this is an option</li> <li>• Limiting the number of visitors at any one time</li> <li>• Determining 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>• Maintaining a record of all visitors, if this is practical</li> <li>• Revising visitor arrangements to ensure social distancing and hygiene. For example, where someone physically signs in with the same pen in reception</li> <li>• Keeping 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>• Signage clearly displayed in school's reception</li> <li>• Office staff to routinely ask visitors to complete a declaration form regarding them and/or family member not having Covid-19 symptoms.</li> <li>• All visitors to attend via appointment only.</li> <li>• ALL staff to repeat social distancing expectations to visitors to ensure adherence.</li> <li>• Protective screen fitted at front desk to separate visitors and office staff.</li> <li>• Sanitiser available at school's reception for every visitor.</li> <li>• Pen pots for parents &amp; visitors created (used and unused) to avoid sharing staff pens and to avoid cross-contamination between parents/visitors.</li> <li>• All visitors log maintained by office staff via the electronic sign-in. Office staff to check that these are logged on to the system. To print off daily. Visitor contact details (tel no) is added to enable 'Test and Trace'.</li> </ul>	<p>H</p>	<ol style="list-style-type: none"> <li>1. Office staff/ Caretaker/ Visitors/ contractors</li> <li>2. all school action completed by 1/9/20</li> <li>3. 1/9/20</li> </ol>
<p>Staff with symptoms of the virus</p>	<p>Teacher Support Staff Supply Staff</p>	<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> </ul>	<ul style="list-style-type: none"> <li>• Procedures for protocols agreed and shared with ALL staff</li> </ul>	<p>H</p>	<ol style="list-style-type: none"> <li>1. HT to share protocols with ALL staff in</li> </ol>

	<p>Peripatetic Staff Pupil</p>	<ul style="list-style-type: none"> <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 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>• Conversation held between HT and staff member, in the event of self-isolation, regarding continuation of work from home.</li> <li>• Temperature logs undertaken by staff x1 daily</li> <li>• Gov.uk guidance followed if a child/staff member tests positive all the class/group will be sent home and advised to self-isolate for 14 days. If a staff member develops symptoms consistent of coronavirus they should be sent home to self-isolate for 10 days with their fellow household members isolating for 14 days – staff MUST be tested immediately in this scenario. If negative, then return to setting. If positive, continue to self-isolate.</li> <li>• At CB, if anyone develops symptoms, they MUST get tested. If positive test, person informed to isolate for 10 days and ALL staff and children in the 'Bubble' will be asked to self-isolate for 14 days. If negative test, return to setting.</li> </ul>		<p>meeting on first day</p> <p>2. 1/9/20</p> <p>3. 1/9/20</p>
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<p>Pupils with Symptoms of the virus</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<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, Goggles, 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>• Procedures are shared and ALL staff are aware of the correct procedures and protocols whether they are in school or at home.</li> <li>• Parents are aware of procedures vial letter on 20/8/20</li> <li>• PPE is available for use</li> <li>• Gov.uk guidance followed if a child tests positive all the class/group will be sent home and advised to self-isolate for 14 days. If a child/staff member develop symptoms consistent of coronavirus they MUST get a test immediately and remain at home until the results are available. If positive test, to self-isolate for 10 days with their fellow household members isolating for 14 days. If negative, then return to setting.</li> <li>• At CB, if anyone develops symptoms, they MUST get tested. If positive test, person informed to isolate for 10 days and ALL staff and children in the 'Bubble' will be asked to self-isolate for 14 days. If negative test, return to setting.</li> <li>• Temperature logs undertaken for pupils</li> </ul>	<p>H</p>	<ol style="list-style-type: none"> <li>1. HT to share protocols with ALL staff in meeting on first day HT shared in letter to parents on 20/8/20</li> <li>2. 1/9/20</li> <li>3. 1/9/20</li> </ol>
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			<p>throughout the day; entry, before lunchtime, end of day and if/when symptoms arise.</p> <ul style="list-style-type: none"> <li>• Pupils with symptoms isolated in community room with adequate ventilation – visitor toilet to be used only and supervising staff members to have full PPE.</li> <li>• Full PPE kit to be stored in the main office.</li> </ul>		
Deliveries and collections	<p>Teacher Support Staff Supply Staff Peripatetic Staff Service contractors Visitors</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>• Revising pick-up and drop-off collection points, procedures, signage and markings</li> <li>• Minimising 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>• Ordering larger quantities of inbound materials less often to reduce deliveries</li> <li>• Where possible and safe, having single employees load or unload vehicles</li> <li>• Where possible, using the same pairs of people for loads where more than one is needed</li> <li>• Enabling drivers to access welfare facilities when required, consistent with other guidance</li> <li>• Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways</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</li> </ul>	<ul style="list-style-type: none"> <li>• All contractors to be made aware of protocols with signage</li> <li>• Deliveries are non-contact and are left in the reception area, dated, removed into the community room and opened after a number of days, as agreed.</li> <li>• Welfare facilities no longer available but if used in an emergency – strictly visitors toilets only - then they are cleaned immediately after use or be closed for use until they are cleaned.</li> </ul>	H	<p>1. SBM/ Office staff/ caretaker</p> <p>2. 1/9/20 – shared with staff</p> <p>3. 1/9/20</p>

		<p>use handling deliveries when handwashing is not practical</p> <ul style="list-style-type: none"> <li>Regular cleaning of reusable delivery boxes</li> </ul>			
Access and Egress	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community</p>	<p>Consider</p> <ul style="list-style-type: none"> <li>Staggering arrival and departure times at work/ school to reduce crowding into and out of the workplace</li> <li>Providing additional parking or facilities such as bike-racks</li> <li>Reducing congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible</li> <li>Is there a direct entrance into the learning area from outside to reduce the need for moving around within the building?</li> <li>Providing handwashing (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>Providing alternatives to touch-based security devices such as keypads</li> <li>Providing more storage for employees for clothes and bags</li> <li>Using markings and introducing one-way flow at entry and exit points</li> <li>Making 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>On- way system established for start and end times of the day. Children and staff to follow this system.</li> <li>Children start and end times staggered to minimise congestion at the school gate.</li> <li>Parents asked, via letter, to strictly observe social distancing outside school gates.</li> <li>Every year group has its own external entry point and children use hand washing or sanitiser as soon as they enter the building.</li> <li>Staff to store personal belongings in store cupboards.</li> <li>Dinner supervisory staff to come ready in uniform.</li> <li>Protocols shared with ALL staff, parents and repeatedly with pupils.</li> <li>Enable face masks to be worn by staff and pupils – at their request. If masks are used then staff/pupils MUST ensure they have a plastic bag to store their mask</li> </ul>	H	<p>1. HT to inform all staff and parents Staff to inform children repeatedly</p> <p>2. 1/9/20 – staff informed 20/8/20 parents informed</p> <p>3. 1/9/20</p>

			when not in use.		
Common areas	Teacher Support Staff Supply Staff Peripatetic Staff Pupil	Consider <ul style="list-style-type: none"> <li>Staggering break times to reduce pressure on break rooms or places to eat</li> <li>Using outside areas for breaks</li> <li>Creating 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>Using protective screening for staff in receptions, dinner halls or similar areas</li> <li>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions and maintain the 2m social distancing where possible</li> <li>Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form</li> <li>Identify specific toilet areas for specific groups</li> <li>Staggering break times to reduce pressure on break rooms or dinner halls. Also consider serving lunches within the learning area</li> <li>Using safe outside areas for breaks</li> <li>Encouraging 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>Break times are staggered: Y1/2 10:45-11:00 Y3/4 10:15-10:30 Y5/6 10:30-10:45 Areas of the playground will be split so both year groups/classes are not mixing together.</li> <li>Reception, Y1, Y2, Y3 &amp; Y4 pupils will be having lunch in the dining hall.</li> <li>Caretaker to mark out dining chairs with ticks and crosses to ensure pupils only sit on chairs observing the 2m social distancing rule.</li> <li>Social distancing markers visible throughout common areas.</li> <li>Toilets use as follows: Nurs – Nurs toilets Rec/Y1 – Rec toilets Y3/4 - Mobile toilets Y2/5 – Cloakroom toilets Y6 – Y6 toilets TAs to supervise to ensure children from different classes are not mixing in the toilets. Staff to ensure there are set</li> </ul>	H	<p>1.HT/SLT/ALL Staff DHT to identify playground areas for lunch and break times and inform all staff</p> <p>2. 2/9/20</p> <p>3. 2/9/20</p>

			times for toilet use to avoid / limit randomised use, i.e. in middle of lesson		
Moving around the building	Teacher Support Staff Supply Staff Peripatetic Staff Pupil	Consider <ul style="list-style-type: none"> <li>Reducing 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>Introducing more one-way flow through buildings</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>Pupils' movement restricted to mainly their classroom and toilet.</li> <li>Staff movement restricted – messages be relayed via internal phone as much as possible.</li> <li>Main office avoided and also narrow office corridor avoided, where possible.</li> <li>One-way established outside the building but not possible inside the building.</li> <li>Staggered start, end, break and lunchtimes. All pupils in Years 5 &amp; 6 to remain in classroom for lunch. Teachers, TAs &amp; lunch supervisors to collect and bring lunch.</li> <li>Lunch supervisors to wipe clean tables and sanitise surfaces after lunch – pupils to remain in their own seat.</li> <li>Staff to ensure that their movement and their pupils' movement is strictly limited. Pupils will not undertake jobs such as taking dinner registers, etc...</li> </ul>	H	<ol style="list-style-type: none"> <li>HT to inform staff in meeting. Staff to share messages repeatedly with pupils</li> <li>1/9/20</li> <li>1/9/20</li> </ol>
Work places and work stations	Teacher Support Staff Supply Staff Peripatetic Staff	<ul style="list-style-type: none"> <li>Workstations 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</li> </ul>	<ul style="list-style-type: none"> <li>Screen placed between two employees working face-to-face in office.</li> <li>Work stations not always</li> </ul>	H	<ol style="list-style-type: none"> <li>HT to inform staff</li> <li>1/9/20</li> </ol>

	Pupil	<p>should be shared by the smallest possible number of people</p> <ul style="list-style-type: none"> <li>If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk</li> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>Reviewing layouts, line set-ups or processes to let employees work further apart from each other</li> <li>Using floor tape or paint to mark areas to help employees keep to a 2m distance</li> <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>Using screens to create a physical barrier between people</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>	<p>possible in classrooms for all members of staff when all children are in class. So, staff need to observe additional personal hygiene measures when sharing resources such as the class computer - sanitise prior to using and wash hands after use.</p> <ul style="list-style-type: none"> <li>If possible with class layout, staff can have a specifically designated area for personal use only, such as placing books, diaries, planning, etc.</li> <li>For PPA or any other release time, staff to observe strict hygiene measures and ample ventilation in rooms... Sanitise areas prior to use, avoid touching face and wash hands regularly.</li> </ul>		3. 1/9/20
Meetings	Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community	<p>Consider</p> <ul style="list-style-type: none"> <li>Using 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> </ul>	<ul style="list-style-type: none"> <li>All meetings are held in large areas such as the school hall, ensuring social distancing and adequate ventilation. Some meetings may take place virtually with whole staff, teaching staff, governors, parents or external visitors.</li> <li>All visitors log maintained by office staff via the electronic sign-in. Office staff to check that these are logged on to the system. To print off</li> </ul>	M	<p>1.HT/SLT/ALL Staff/ Governors/ Visitors/ Parents</p> <p>2. 1/9/20</p> <p>3. 1/9/20</p>

		<ul style="list-style-type: none"> <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>	<p>daily. Visitor contact details (tel no) is added to enable 'Test and Trace'.</p>		
Accidents, incidents and emergencies	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <p>Consider</p> <ul style="list-style-type: none"> <li>Reviewing the number of first aiders, fire marshals and Evac chair operators required if the building occupancy and use has changed</li> <li>Checking that first aid and fire safety provision and equipment is adequate for the new working environment</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>Review the location of the assembly point and if this needs to be changed 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 – 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.</li> </ul>	<ul style="list-style-type: none"> <li>Accidents recorded and actioned as per normal but staff members to be in PPE when in close proximity to pupils.</li> <li>Playground assembly point reviewed and communicated to all staff in preparation for fire drill asap.</li> <li>Fire Marshall areas to be reviewed with staff/location changes</li> <li>Adequate number of PFA qualified staff to ensure staff and pupils' safety and ensure all staff dealing with First Aid are aware of the PPE requirements.</li> <li>FULL PPE provided for PFA staff to ensure the shields as well as gloves, aprons, masks are available. ALL staff aware of WHO these identified staff members are.</li> <li>Fire Safety Risk Assessment to take place in the autumn term asap</li> <li>Staff to renew PFA refresher training asap (before 25 Nov 2020)</li> </ul>	H	<p>1. 1.HT &amp; SBM to review fire marshalls and assembly point/ Caretaker to ensure markings on the playground/ All PFA staff to observe requirements for PPE when dealing with accidents and emergencies/HT to ensure all PFA training is up to date (ext to 25/11/20) HT/SBM to ensure a fire drill has taken place asap</p> <p>2. 2/9/20</p> <p>3. 2/9/20</p>

		<ul style="list-style-type: none"> <li>• 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</li> <li>• One way systems that have been put in place may have to be abandoned in the event of fire</li> <li>• Keys to external gates must be available to occupiers</li> <li>• Check that fire exits open easily – especially doors operated by push bars as they can ‘stick’.</li> <li>• Laptop trolleys should not be left switched on overnight unless controlled by timers</li> <li>• 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</li> <li>• Check whether servicing of fire safety equipment is due or has been missed</li> <li>• If skips are to be used to dispose of unwanted items, site them at least 6 metres from the building</li> <li>• 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)</li> <li>• 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</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• DHT to check with LA ICT regarding charging units left overnight to charge devices and purchase timer switches.</li> </ul>		
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		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	Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community	Consider <ul style="list-style-type: none"> <li>• Can parents and guardians 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>• Communicate to parents to observe the 2m social distancing rule outside the school gate.</li> <li>• ALL staff to remind parents if and where necessary.</li> <li>• Communicate to parents if they are repeatedly late to arrive in their designated time slot.</li> </ul>	H	<ol style="list-style-type: none"> <li>1. HT/SLT/Office staff out by the school gate daily - am &amp; pm</li> <li>2. procedures understood by all staff by 1/9/20</li> <li>3. 2/9/20</li> </ol>
Transport to and from school	Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community	Consider <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>• What car and cycle parking facilities the school has are these sufficient and is more provision needed do they allow for social distancing when being used</li> <li>• Having transport vehicles which allow for social distancing within the vehicle. This could include using larger vehicles to transport small numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate to parents in a letter – encourage parents and children to walk to school where it is possible.</li> <li>• Staff to encourage pupils to walk to school</li> <li>• SW's wheelchair is handled by parents as much as possible.</li> </ul>	H	<ol style="list-style-type: none"> <li>1. HT letter to parents</li> <li>2. 20/8/20</li> <li>3. 20/8/20</li> </ol>

		<p>of children and providing screens around the driver and marked or dedicate seats to be used or kept free</p> <ul style="list-style-type: none"> <li>• Group together pupils within the same bubble if at all possible</li> <li>• During pick-ups social distancing should be observed. Pupils advised to social distant whilst waiting for the transport</li> <li>• Where students are being collected and dropped at a home address, a process put in place to ensure that handover from the parent allows for social distancing. If student's personal items (e.g. wheelchairs) are handled by staff then gloves and sanitiser should be provided.</li> <li>• If drivers and pupils are within 2m of each other, suitable face covering should be worn (for those over 11 years old)</li> <li>• Planning the loading of the vehicle so that pupils who get off first are nearest the exit, those who get off last are near the back. This prevents students passing each other within the vehicle</li> <li>• All pupils will use hand sanitiser when entering the dedicated school transport</li> <li>• When public transport is used the school should liaise with the transport provider to discuss suitable controls including: Staggered transport times, social distancing on the transport, hand sanitation and the use of face coverings</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> <li>• Put a process in place for the removal and disposal of face coverings when pupils and staff who use them arrive at school</li> </ul>			
Communication of control measures to staff, pupils and	Teacher Support Staff Supply Staff	<p>Consider</p> <ul style="list-style-type: none"> <li>• Training all staff on the specific control measures</li> </ul>	<ul style="list-style-type: none"> <li>• All procedures and protocols shared with staff, parents and pupils</li> </ul>	H	1.HT communicate to all staff on first

<p>parents</p>	<p>Peripatetic Staff Pupil Parent Community</p>	<p>relevant to their job roles</p> <ul style="list-style-type: none"> <li>Engaging with staff during the development of the risk assessments and identification of suitable control measures</li> <li>Providing 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>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>Using games, songs and stories to help explain the new rules to pupils and increase pupil understanding</li> <li>Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</li> <li>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</li> </ul>	<ul style="list-style-type: none"> <li>All updated policies shared with staff and where applicable with parents and pupils.</li> </ul>		<p>day in meeting/communicated to parents in a letter on 16/7/20 and 20/8/20. RA shared with ALL staff and governors, including peripatetic staff</p> <p>Staff to repeatedly communicate protocols to pupils</p> <p>2. 1/9/20 3. 1/9/20</p>
<p>PPE provision</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil</p>	<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> </ul> <p>Consider</p> <ul style="list-style-type: none"> <li>Making an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task</li> <li>Providing an emergency PPE kit and spare stock,</li> </ul>	<ul style="list-style-type: none"> <li>Staff feel more confident to arrive at work with appropriate PPE – all staff have access to PPE for their use.</li> <li>PPE was collected at end of summer term, from classroom areas, audited and an order is raised to ensure adequate PPE is available for staff use.</li> <li>Emergency PPE kit and spare stock to be stored in the main office in the event of a child becoming infected. If a staff member</li> </ul>	<p>H</p>	<p>1. HT/SBM/Office staff audit &amp; source PPE</p> <p>2. 2/9/20 3. 2/9/20</p>

		<p>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</p> <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>	<p>develops coronavirus symptoms they will be sent home immediately.</p> <ul style="list-style-type: none"> <li>• PPE training has taken place to ensure staff use, wear and remove the PPE correctly – delivered remotely by a nurse.</li> <li>• New staff and staff returning from shielding or maternity leave will need to undertake this training urgently (Wednesday 2<sup>nd</sup> Sept).</li> </ul>		
Teaching pupils with SEN	Teacher Support Staff Pupil Parent Community	<p>Consider</p> <ul style="list-style-type: none"> <li>• Reviewing each individuals risk assessment to ensure that suitable controls are in place</li> <li>• Providing additional PPE for personal care</li> <li>• Allocating 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>• Using 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</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. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation</li> </ul>	<ul style="list-style-type: none"> <li>• Individual risk assessments for children are co-reviewed with parents by the SENCO and updated.</li> <li>• Adequate PPE is available for individual pupils who require intimate care.</li> <li>• Visual timetables are in place to support pupils' understanding – SENCO to check this is undertaken.</li> <li>• SENCO to ensure external agency support is provided for children, when and where necessary in a safe manner.</li> </ul>	H	<p>1.HT/ SENCO/ Parents</p> <p>2. 1/9/20</p> <p>3. 2/9/20</p> <p>All RA completed by 4/9/20</p>

		to the COVID 19 should be considered within the Educational visit risk assessment <ul style="list-style-type: none"> <li>(Additional school specific controls should be identified here)</li> </ul>			
Educational Visits	Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community	Consider <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>Day visits can take place but overnight/residential visits are not allowed.</li> <li>ALL staff to ensure they actively seek out Covid-19 risk assessment measures and controls for all venues visited alongside and in addition to their usual thorough risk assessment control measures.</li> </ul>	H	1. HT to inform staff in meeting EVC Lead to ensure Covid 19 Risk Assessments are included within the school's off-site Risk Assessments. 2. 2/9/20 3. 2/9/20

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\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
16/9	Clarifications about isolating individuals and 'Bubbles'	HT - RP	8/10/20



Walsall Council

# Risk Assessment

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