

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 should be viewed alongside the schools local Operational Plan and relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

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

Assessment conducted by Paul Jones	Job title: COO	Covered by this assessment: Reopening of LCT schools in September 2020
Date of assessment: 10 th July 2020	Date of next review: Any significant change to guidance and circumstances	This document was written on 10.7.2020


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.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	L/M/H
Likelihood:	L/M/H.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls Principal/Head Teacher: Sign Date Trust CEO: Sign Date

Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	RAG rating
The school lapses in following national guidelines and advice, putting everyone at risk	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The Trust to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly Information on the school website is updated. Any change in information to be shared with Chair of Trustees, 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 <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	CEO	Ongoing	
Poor communication with parents and other stakeholders	M	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Head teachers to share risk assessment with all staff via a toolbox talk Parents notified of risk assessment plan and shared with parents via website. Parents to be advised that the preferred method of communication will be via email <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	CEO, Principal, Headteacher	Ongoing	
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated in line with Trust requirements 	L	L	Principal/ Headteacher	Before staff are allowed to work	

		<ul style="list-style-type: none"> • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ➤ 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' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • A comprehensive and current list of key staff members available each day • 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 morning when pupils return. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. 					
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<p>High risk individuals and Vulnerable staff and pupils</p>	<p>M</p>	<p>School workforce</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, most staff will be able to attend school.</p> <p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>Where schools apply the full measures in the guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace.</p> <ul style="list-style-type: none"> • Advice for those who are clinically vulnerable, including pregnant women; https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised to return to work from 1 August as long as they maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • LCT personal risk assessment form to be completed for staff and pupils in the high-risk category. <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.</p>	<p>L</p>	<p>L</p>	<p>Principal/ Headteacher</p>	<p>Before staff are allowed to work</p>	
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		<p>Pupils who are shielding or self-isolating</p> <p>Much more is known about coronavirus (COVID-19) and so there will be far fewer children and young people advised to shield. Therefore, the majority of pupils will be able to return to school but should note however that:</p> <ul style="list-style-type: none"> • Pupils that are still unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) will be allowed to stay at home. • shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) and will advise the headteacher accordingly. 					
Poor hygiene practice in school - General	H	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash their hands with soap (minimum of 20 seconds)/hand sanitiser on entering the building, before 	L	L	Principal/ Headteacher/ Staff	1.9.2020	

		<p>and after break times, lunchtimes and when they change rooms.</p> <ul style="list-style-type: none"> • Every classroom shall have hand sanitiser and cleaning materials. • School staff to provide hand wash demonstrations • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - 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 in the classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance <div style="text-align: center;">  <p>Infection Control Childcare.doc</p> </div> <ul style="list-style-type: none"> • 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 • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils and resources are thoroughly cleaned before and after use • Where possible cleaners are employed by the school to carry out additional cleaning. 					
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Hand Hygiene	H	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. <p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Ensure:</p> <ul style="list-style-type: none"> • the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building these routines into school culture, supported by behavior expectations and helping ensure younger children and those with complex needs understand the need to follow them 	L	L	Principal/ Headteacher/ Staff	1.9.2020	
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> • 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 • Areas touched to be wiped down • Discourage parents from entering the school building • Reduce the amount of people accessing reception area at any one time • 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 	L	L	Principal/ Headteacher/ Staff	1.9.2020	

		<ul style="list-style-type: none"> Stagger starting and leaving times where possible 					
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to avoid pupil start and leave times Ensure distancing is maintained between desks 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 	L	L	Principal/ Headteacher/ Staff	1.9.2020	
System of Controls - Prevention	H	<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) Where possible introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary (i.e. following personal risk assessment controls or dealing with sick pupils), wear appropriate personal protective equipment (PPE)</p>	L	L	Principal/ Headteacher/ Staff	1.9.2020	
System of Control - Responsive	H	<p>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</p>	L	L	Principal/ Headteacher/ Staff	1.9.2020	

		8) manage confirmed cases of coronavirus (COVID-19) amongst the school community					
		9) contain any outbreak by following health protection hub and PHE advice					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • 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 • Inform each year group and their parents of their allocated times for the beginning and end of their school day • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupil's queue while maintaining social distancing as they wait for facilities • 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 prior to the start 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 • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. • Dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag so pupils can take home with them, and then wash their hands again before heading to their classroom. 	L	L	Principal/ Headteacher/ Staff	1.9.2020	

Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron Nappies/soiled items to be disposed of in yellow bags Any soiled clothes are put into a plastic bag (double bagged) and sent home. Allocate toilets to ‘bubble groups’ Restrict numbers of children using the toilets at any one time. Prop doors open where possible to reduce hand contact surfaces 	M	L	Principal/ Headteacher/ Staff	1.9.2020	
Poor hygiene practice – specific - end of the school day.	M	<ul style="list-style-type: none"> 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 exit points and pick up points 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. 	L	L	Principal/ Headteacher/ Staff	1.9.2020	
Ill health in school.	H	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ 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 	L	L	Principal/ Headteacher/ Staff	1.9.2020	

		<p>episodes in 24 hours (if they usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>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</p> <ul style="list-style-type: none"> • 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 • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to the Principal/Headteacher • Any staff member who displays signs of being unwell is to consult with the Principal/headteacher and agree the most appropriate source of action • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom 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. A facemask should 				
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		<p>be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • 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, a visor 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 a holding area where they can be at least two metres away from others <p>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. A safe teaching area will be marked out in each classroom.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • 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) 	L	L	Principal/ Headteacher/ Staff	1.9.2020	
Mental Health and Wellbeing for pupils	L	<ul style="list-style-type: none"> • Where year groups are returning to school, we would expect leaders and teachers to. 	L	L	Principal/ Headteacher/ Staff	Ongoing	

		<ul style="list-style-type: none"> ➤ 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 					
Managing confirmed cases of coronavirus amongst school community	H	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	M	M	Headteacher	As required	

		<ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. Schools will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result and symptoms are still present, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. 					
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		<ul style="list-style-type: none"> if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 					
Insufficient staff to run face-to-face sessions for pupils.	M	<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. 	L	L	Headteacher	1.9.2020	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Staggered starts to be put in place for break time Allocated outdoor areas for each group to be identified for break time and lunchtime Pupils to be supervised in washing hands before and after lunch Tables to be cleaned at the end of session Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness 	L	L	Headteacher	1.9.2020	
Spread of infection in classrooms/shared areas.	M	<p>Follow June 2020 Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> Try to keep the bubbles as small as practicable. Seat pupils' side by side, not face to face or side on Stagger movement around classroom Staff to maintain social distancing Individual equipment such as pens and pencils allocated for each pupil Allocate items such as books/toys to bubbles, to avoid mix use 	L	L	Headteacher	1.9.2020	

		<ul style="list-style-type: none"> • Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Ideally, adults should maintain 2 meter distance from each other, and from children. This may not always be possible with younger children or children with complex needs • Teachers will need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups • make small adaptations to the classroom including seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space • avoid large gatherings such as assemblies • adapt timetables to avoid creating busy corridors 					
Music Lessons	M	<p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> • Play/sing outdoors where possible • Limit group sizes to no more than 15 • Position pupils back to back or side to side 	L	L	Headteacher	1.9.2020	
Physical Activities	M	<ul style="list-style-type: none"> • Outdoor sorts should be prioritised • Scrupulous attention to cleaning and hygiene <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • 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	Headteacher	1.9.2020	

Breakfast club/After school provisions	M	<ul style="list-style-type: none"> Where possible keep to school bubbles If not smaller consistent groups Limit number of wraparound providers No contact sport 	L	L	Headteacher	1.9.2020	
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> 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 PPE guidance 	L	L	Headteacher	1.9.2020	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> 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	Headteacher	1.9.2020	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L	L	Headteacher	1.9.2020	
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. 	L	L	Headteacher	1.9.2020	
Emergency evacuation due to fire etc.	L	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained in allocated groups. Leaders to communicate fire drill procedures to all staff Staff to communicate emergency evacuation procedures to pupils when they return to school. 	L	L	Operations/ Site Manager	1.9.2020	

		In the event of a real emergency, bubbles to be maintained where possible.					
Cleaning is not sufficiently comprehensive.	M	<p>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</p> <ul style="list-style-type: none"> • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Disposable wipes are 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). • different groups do NOT need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>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.</p>	L	L	Operations/ Site Manager	Ongoing	
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> • 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 • 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 	L	L	Operations/ Site Manager	Ongoing	

		<ul style="list-style-type: none"> 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. 					
Professional Visitors	M	<ul style="list-style-type: none"> All visitors to be checked to ensure that they are essential visitors prior to entry to the school Prequestionnaire 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 	L	L	Headteacher	Ongoing	
Transport	M	Follow the transport guidance	L	L	Headteacher	Ongoing	
Educational Visits	M	<ul style="list-style-type: none"> No overnight or overseas educational visits Non-overnight domestic educational visits can resume Pupils to be kept to the school bubbles Destination should be COVID-secure 	L	L	Headteacher	Ongoing	

School-specific arrangements relating to risk assessment that need to be detailed in the school specific operational plan includes but not limited to:

- **Capacity and organisation of teaching spaces, Staffroom and offices**
- **Arrival to and departure from school, Movement around the school, Pupil expectations**
- **Classroom allocations, Timetable arrangements, Classroom expectations**
- **Role of teaching assistants**
- **Break time plan, Lunchtime plan**
- **Catering arrangements**
- **Cleaning arrangements**
- **Toilets use and cleaning**
- **Transport links with Local Authority**

- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- 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