

Leasowes High School

Assessment conducted by: H Smith	Job title: Facilities & Operation Manager	Covered by this assessment: Opening of school to all pupils from Sept 2020
Date of assessment: 21 August 2020	Date of next review: 01 September 2020	

The sole purpose of this risk assessment is to support schools in preparing 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**. The risk assessment has been written in collaboration with a number of local authorities.

- 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 must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May 2020\)](#)

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 of Leasowes High School.
Impact:	Could be Low/Medium/High
Likelihood:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors 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>	<p>Key staff are reviewing new emails and guidance received on a daily basis.</p> <p>Communications, Media & Marketing Director responsible for ensuring web site is updated. Key staff are communicating requirements for web publishing to Comms. Director via email.</p> <p>This Risk Assessment will be reviewed and updated on a regular basis, following updated guidance and review of processes and activities carried out during the preceding period.</p>	L	1	SLT SLT/ Comms.Dir. F&O	01/09/2020	Headteacher Headteacher Headteacher
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<p>SLT have and will continue to send correspondence to parents/staff and students so they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve.</p> <p>Regular communication via email and other means is taking place to all staff and will continue as plans change/evolve.</p> <p>Revised risk assessment will be emailed by F&O Manager to Communications, Media & Marketing Director when updated for publishing on school web site.</p> <p>Review of any communication needs taking place daily.</p> <p>Staff instructed to check there emails daily and read all relevant messages.</p>	L	1	SLT SLT F&O SLT SLT		Headteacher Headteacher Headteacher Headteacher
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy 	<p>Trust wide policies have been reviewed and amended as necessary by Headquarters.</p> <p>School based policies have been reviewed by SLT.</p> <p>Staff provided electronic access to all policies and key policies published on school web site.</p> <p>SLT will continue to send communications and to staff so they are fully informed of the plans to reopen to all students. Ongoing communications and as plans change/evolve.</p>	L	1	COO SLT SLT		CEO Headteacher Headteacher

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		<ul style="list-style-type: none"> - Staff absence reporting procedures • 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. • 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 of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>Facilities & Operations Officer are the Health & Safety Responsible person in each school. The COO will be responsible for reporting to PHE. School staff made aware of designated H&S Officer.</p> <p>All staff have been issued with Invictus PPE Guidance document.</p> <p>First aiders are provided with all necessary PPE.</p> <p>Covid-19 Isolation room designated and clearly signed.</p> <p>School nurse and other associated staff and first aiders informed of requirements when aiding students and appropriate PPE use.</p> <p>Staff advised of actions required in relation to any persons showing signs of Covid-19 as well as requirements for isolation.</p> <p>Parents advised of actions required in relation to any persons showing signs of Covid-19 as well as requirements for isolation.</p> <p>Pupils will receive a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents.</p>			<p>F&O</p> <p>F&O</p> <p>Site Team</p> <p>COO</p> <p>F&O</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Tutors</p>	<p>03/09/2020</p>	<p>Headteacher</p> <p>Headteacher</p> <p>F&O</p> <p>CEO</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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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 before and after break times and lunchtimes for no less than 20 seconds 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 the school reception area, dining hall, 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 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 are thoroughly cleaned before and after use Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day both AM&PM and paper/hand towels are refilled regularly both AM&PM. 	Signage has been displayed around the school to remind staff/students to regularly wash hands.	L	1	F&O		Headteacher	
			Regular reminders from staff and via signage to students to reinforce message regarding hand washing for infection control.				SLT/Staff	03/09/2020	Headteacher
			Reminders of School Infection control measures and including Catch IT, Bin IT, Kill IT messages and reasons for adherence to these measures to be regularly explained to students.				SLT/Staff	03/09/2020	Headteacher
			Hand sanitiser dispenser bottles provided in each classroom. Regime implemented to ensure these are checked and topped up on a regular basis.				F&O	03/09/2020	Headteacher
			Hygiene monitoring of toilets and other areas implemented to ensure soap and hand sanitiser is available as needed.				F&O	03/09/2020	Headteacher
			Staff members to monitor students during all break/lunch times to ensure toilet facilities are not overcrowded.				SLT	03/09/2020	Headteacher
			Reduced school canteen menu to be made available to staff/students, no food available at break times. Students encouraged to bring their own snacks for breaks and packed lunches.				F&O	03/09/2020	Headteacher
			Clear message to students that food must not be shared.				SLT/Staff	03/09/2020	Headteacher
			Site Team will aid cleaning staff.				F&O	03/09/2020	Headteacher
			Additional cleaning materials provided in all classrooms to enable any member of staff to clean an area at any time.				F&O	03/09/2020	Headteacher
Cleaning carried out on site both AM&PM before and after students attend.		F&O	03/09/2020	Headteacher					


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		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.						
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 Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	<p>Signage has been displayed to indicate One-Way-Systems where appropriate and a reminder for social distancing across the site.</p> <p>Pre-existing screens in place.</p> <p>Wipes available for use where necessary.</p> <p>Communication has been sent to parents informing them that they must only attend the school once an appointment has been made.</p> <p>Under existing arrangements staff enter the building through a variety of doorways at varied times prior to school start. Staff encouraged to continue to do so.</p>	M	1	F&O F&O SLT	03/09/2020	Headteacher Headteacher Headteacher
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing 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. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>Under existing arrangements staff enter the building through a variety of doorways at varied times prior to school start. Staff encouraged to continue to do so.</p> <p>Hand sanitiser and wipes provided in office locations.</p> <p>Signage and communication from senior staff to encourage hand washing and wiping down of equipment.</p>	L	1	F&O F&O F&O	03/09/2020 03/09/2020 03/09/2020	Headteacher Headteacher Headteacher
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. 	<p>Parents clearly advised of actions required in relation to any persons showing signs of Covid-19 as well as requirements for isolation. This mirrors National guidance.</p> <p>Pupils will receive a coordinated programme of information from SLT and Form Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents to ensure necessary hygiene practices are understood. Ongoing programme of reinforcement to ensure practices are continued.</p> <p>Parents informed via letter from the Headteacher regarding arrival and departure procedures, including safe drop-off and pick-up.</p> <p>Times of the school day have been clearly communicated to parents via letter from the Headteacher. This will be reinforced to students in September.</p>	L	1	SLT SLT/Tutors SLT/Headteacher SLT/Headteacher	03/09/2020 03/09/2020 03/09/2020	Headteacher Headteacher Headteacher Headteacher

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		<ul style="list-style-type: none"> Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. Ensure 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. 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. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	<p>Entrance/Exits points to be used have been clearly communicated to parents via letter from the Headteacher. This will be reinforced to students in September.</p> <p>Pupils will receive a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents to ensure necessary hygiene practices are understood. Ongoing programme of reinforcement to ensure practices are continued.</p> <p>Signage in each toilet reminding students of the correct hand washing routine that should be followed.</p> <p>Hand sanitiser stations set up in all classrooms and at other locations around the school.</p> <p>Students given clear guidance on the dangers of ingestion of Hand Sanitiser and its misuse.</p> <p>SENCO aware and specific risk assessment made for any students where such a need is identified.</p> <p>Staff informed and aware of the need to wash hands on arrival.</p> <p>Parents informed via letter from the Headteacher regarding avoidance of public transport where possible and use of face coverings if use cannot be avoided.</p> <p>Timetable amended to significantly reduce movement around the site by students. Communicated to students on return in September and to parents via headteacher letter during the summer.</p> <p>Hand sanitiser stations set up in all classrooms and at other locations around the school.</p>			<p>SLT/ Headteacher 03/09/2020 Headteacher</p> <p>SLT/Tutors 03/09/2020 Headteacher</p> <p>F&O Headteacher</p> <p>F&O 03/09/2020 Headteacher</p> <p>SLT/Tutors 03/09/2020 Headteacher</p> <p>SENCO Headteacher</p> <p>SLT Headteacher</p> <p>SLT/ Headteacher Headteacher</p> <p>SLT 03/09/2020 Headteacher</p> <p>F&O 03/09/2020 Headteacher</p>		
Poor hygiene practice – specific –	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron 	SENCO aware and specific risk assessment made for any students where such a need is identified.	M	1	SENCO		Headteacher

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toilet/changing facilities.		<ul style="list-style-type: none"> All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures. Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>						
Poor hygiene practice – specific - end of the school day.	H	<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 Inform pupils and their parents of the allocated 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. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p>Parents informed via letter from the Headteacher regarding arrival and departure procedures, including safe drop-off and pick-up.</p> <p>Times of the school day have been clearly communicated to parents via letter from the Headteacher. This will be reinforced to students in September.</p> <p>Parents informed via letter from the Headteacher regarding avoidance of gathering at the front of the school.</p> <p>Parents informed via letter from the Headteacher regarding avoidance of public transport where possible and use of face coverings if use cannot be avoided.</p>	L	1	SLT/ Headteacher SLT/ Headteacher SLT/ Headteacher SLT/ Headteacher	03/09/2020	Headteacher Headteacher Headteacher Headteacher
Ill health in school.	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus 	<p>Regular ongoing communication to all staff. Staff reminded regularly of the symptoms of the virus and guidance provided.</p> <p>Posters displaying symptoms shown around school site.</p>	M	2	SLT F&O	03/09/2020	Headteacher Headteacher

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		<ul style="list-style-type: none"> • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to nurse/reception/SLT. • Any staff member who displays signs of being unwell immediately refers themselves to their line manager and is sent home. • Staff will 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 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 be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen 	<p>Site team are monitoring stocks of PPE and initiate orders as required.</p> <p>First aiders and nurse made aware of guidance on use.</p> <p>Invictus PPE Policy published for all staff awareness.</p> <p>Staff will contact nurse/reception/SLT where a student becomes unwell. These staff are fully aware of the process for dealing with illness and specifically the process for Covid-19 isolation where symptoms are shown.</p> <p>Staff will contact absence line and line manager if unwell. Headteacher will be informed should these include any symptoms of Covid-19.</p> <p>Medical isolation rooms identified, set up and to be clearly signed. One for students/staff with Covid-19 symptoms and one for general first aid.</p> <p>Boys/Girls toilets adjacent to Covid isolation room to be used where Covid symptomatic student requires a bathroom. Signage to prevent usage before cleaning made available and will be used to prevent access to toilets until cleaning has taken place.</p> <p>PPE to be made available close to isolation rooms and to first aiders.</p>			<p>Site Team</p> <p>F&O</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>F&O</p> <p>F&O</p> <p>F&O</p>	<p>03/09/2020</p> <p>03/09/2020</p> <p>03/09/2020</p>	<p>F&O</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are supervised in Covid19 Isolation room where they can be at least two metres away from others. Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	Cleaning staff to adhere to Covid-19 Guidance on cleaning in Non-Healthcare for cleaning of areas used by those with suspected symptoms of Covid-19. Signage produced to clearly identify Covid-19 isolation room status as 'to be cleaned' or 'clean'.			F&O		Headteacher
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend Leaders to calculate capacities of classrooms. Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for pupils. 	<p>Communication from Headteacher plus parents to be contacted via Form Tutors so that they are fully informed of the plans to reopen. Ongoing communication to all as plans change/evolve.</p> <p>Rooms assessed for appropriate numbers for activity during timetabling process. Staff will review this as activities are performed to ensure classes are not overcrowded.</p> <p>Only defined zones of the school to be used by certain year groups, desk spacing arranged and facing forward to reduce potential for transmission and flooring marked to aid social distancing in appropriate areas.</p> <p>Staff encouraged to arrange desks and carry out activities within classrooms to enable 2m distance to be maintained from their students where possible.</p> <p>All classrooms contain a teaching area generally at the front of the room and a teaching desk. Movement predominantly within this area by teaching staff will ensure that staff are generally greater than 2m from students and avoiding close direct face to face contact.</p> <p>Timetable amended to significantly reduce movement around the site by students. Communicated to students on return in September and to parents via headteacher letter during the summer.</p> <p>In school learning for all students to take place unless exceptional circumstances prevent this.</p>	L	1	SLT/ Headteacher SLT/ Teaching staff SLT SLT SLT	03/09/2020 03/09/2020	Headteacher Headteacher Headteacher Headteacher Headteacher

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		As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.						
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) The COO will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>  <p>Schools Symptom Management S...</p>	<p>School will follow PHE advice.</p> <p>School nurse and SLT made aware of Dudley Schools Symptom Management SOP.</p> <p>Appropriate procedures as detailed within the Dudley Schools Symptom Management SOP will be followed by the school and relevant details collated to enable efficient flow of information to PHE to ensure guidance received is based upon accurate data.</p>	L	1	Headteacher F&O		CEO Headteacher
Insufficient staff to run face-to-sessions for pupils.	H	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible 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. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<p>All staff and students released from shielding from 1st August 2020, at time of risk review no staff or students were currently shielding.</p> <p>Line Managers will inform Headteacher of any member of staff who is subsequently asked to Shield.</p> <p>Risk Assessments carried out for those staff who are clinically vulnerable and have expresses any Covid19 related concerns.</p> <p>Headteacher has communicated to all staff to make clear where they are required to self-isolate that they inform Line Managers to ensures SLT are aware. SLT will report this to the Headteacher. Staff should also ensure that the absence line procedures are also followed.</p> <p>Where staff are required to self-isolate necessary duties are able to be covered by appropriate staff.</p>	L	1	Line managers SLT/ Headteacher Line Managers/ SLT		Headteacher CEO Headteacher

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Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different year groups. Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be strictly limited. Pupils to be supervised in washing hands before and after lunch In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Screen provided to protect food in canteen when pupils purchase food Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) Tables to be cleaned between year groups using dining hall lunchtime facilities Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	Revised timetable and school day communicated to staff, parents and students.	M	1	SLT	03/09/2020	Headteacher
			Students break and lunch times will be staggered to ensure that each year group using differing zones of the school will not overlap reducing possibility for transmission across zones.			SLT	03/09/2020	Headteacher
			One-way systems operated in various areas as appropriate with necessary signage displayed.			F&O	03/09/2020	Headteacher
			SLT have sent out emails and communications to staff so that they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve.			SLT	03/09/2020	Headteacher
			Separate defined area for students by for breaks/lunch will be enforced by teaching staff under the guidance of SLT.			SLT	03/09/2020	Headteacher
			Staff to limit the use of any balls/play equipment to only that which can be monitored by staff, will not allow potential transmission and can be sanitised after use.			SLT	03/09/2020	Headteacher
			Students will eat at their own desk within classroom.			SLT	03/09/2020	Headteacher
			Numbers using outside benches and tables limited via signage and enforced by teaching staff.			SLT/F&O	03/09/2020	Headteacher
			Students and staff encouraged to bring a packed lunch, kitchens will serve grab bags to enable students to eat lunches in classrooms.			SLT	03/09/2020	Headteacher
			Students will remain at their own assigned desk for large numbers of lessons and will not change desk during the day unless moving to specialist rooms. Students will not use the dining hall for eating.			SLT	03/09/2020	Headteacher
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All loose soft furnishings and items that are hard to clean to be removed 	Where appropriate and possible unnecessary items removed from classrooms.	M	2	F&O		Headteacher
			All soft furnishings that would require laundering (cushions and throws) removed, only those soft furnishings that can be cleaned using disinfectant sprays remain in use.			F&O	03/09/2020	Headteacher

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		<ul style="list-style-type: none"> Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible. Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use Shared teaching resources to be cleaned prior to and after use. If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	<p>Areas zoned by year group. Students to be directed to use the same classroom seat and desk where possible for the duration of their day at school other than when using specialist classrooms. Desk spacing arranged and facing forward to reduce potential for transmission.</p> <p>Hand-sanitiser stations set up at door of each classroom as well as in other areas of the school.</p> <p>Cleaning staff operating both AM & PM and supported by site team to enable regular emptying of bins.</p> <p>Site team will aid staff and open windows to improve ventilation where circumstances permit.</p> <p>Students encouraged to bring their own equipment pack each day and not share equipment. Communications sent to parents reinforce this requirement.</p> <p>All teaching staff provided with a pack of wipes to enable shared teaching resources and IT equipment to be cleaned prior to and after use as appropriate.</p> <p>Cleaning bucket including disposable gloves to be placed in each classroom to provide the ability for cleaning by any member of staff as appropriate.</p> <p>Signage displayed in all areas to promote adherence to Covid-19 guidance.</p> <p>Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use.</p> <p>Staff instructed to avoid sharing cups/plates.</p>			<p>SLT/ Teaching Staff</p> <p>F&O</p> <p>F&O</p> <p>F&O</p> <p>SLT</p> <p>F&O</p> <p>F&O</p> <p>F&O</p> <p>F&O</p> <p>SLT</p>	<p>03/09/2020</p> <p>03/09/2020</p> <p>03/09/2020</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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Poor pupil behaviour increases the risk of the spread of the infection.	H	<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. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p>School code of conduct and behaviour policy underpins expectations.</p> <p>Students provided with clear virus-related additions to policy.</p> <p>Behaviour policy shared with parents and students and strict need for adherence to this stated within the Parental Guide.</p> <p>Pupils will receive a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents.</p>	L	1	SLT SLT SLT	03/09/2020	Headteacher Headteacher Headteacher
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers Leaders and staff should review individual pupils handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	<p>SENCO aware of students with specific needs and appropriate arrangements and agreements with parents and external agencies are in place.</p> <p>Students requiring additional support are identified and additional information provided in an accessible format.</p> <p>Individual telephone conversations with relevant parents and students prior to starting</p>	L	1	DSL/ SENCO	03/09/2020	Headteacher
Vulnerable pupils and pupils with SEND do not receive	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school 	<p>Teaching Assistants briefed regarding student needs where necessary.</p> <p>Teaching staff for each group to be made aware of SEND pupils and their needs</p> <p>Form time and PSHCE provision to address mental health concerns</p>	L	1	DSL/ SENCO	03/09/2020	Headteacher

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appropriate support.		<ul style="list-style-type: none"> Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<p>Teaching Assistant allocated to relevant classes where need is identified.</p> <p>Involvement with other agencies as necessary</p>					
Increased number of safeguarding concerns reported after lockdown.		<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. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<p>Designated Safeguarding Lead (DSL) sharing information as required.</p> <p>Pastoral Support Managers (PSM) are supporting with calls to vulnerable families and supporting visits to homes as required, maintaining a social distance at all times.</p> <p>Virtual meetings with Social Care/Children's Service being supported by the DSL and/or keyworker.</p>	L	1	DSL	03/09/2020	Headteacher
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>All fire escapes remain in use and evacuation will be prioritised over strict 2m social distancing in the event of an emergency. Where possible social distancing will be operated during evacuation and at Assembly points.</p> <p>Evacuation Assembly Point marked with some 2m distancing lines for initial guidance on assembly within social distancing. Students and staff will be encouraged to social distance outside of markings when numbers are greater than those spaces marked.</p> <p>Evacuation drill to be carried out Form by Form to ensure emergency evacuation procedure under social distancing guidance is clear on first day and then periodically as a refresher plus to account for arrival of new students.</p> <p>Fire doors may remain open at certain limited times to minimise risk of spread of Covid-19 through touch points.</p>	M	1	F&O SLT		Headteacher Headteacher
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, staff/site team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards 	<p>PHE and Government guidance discussed at length with Dudley MBC cleaning manager and processes and cleaning audits/hygiene monitoring sheets put in place.</p> <p>F&O plus SLT to regularly carry out school walk through to monitor standards of cleaning and identify additional cleaning measures.</p> <p>Site team are providing additional cleaning support as required.</p>	L	1	F&O SLT F&O	03/09/2020	Headteacher Headteacher Headteacher

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		<ul style="list-style-type: none"> Disposable gloves/wipes/sprays 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). <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>Cleaners have been issued with Government generated Covid-19 Guidance on cleaning in a non-healthcare setting.</p> <p>Cleaning bucket to be located in all classrooms to enable staff members to carry out additional cleaning as necessary.</p>			F&O		Headteacher
Contractors, deliveries and visitors increase the risk of infection.	H	<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 Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are only permitted to enter the school premises when making deliveries where absolutely necessary, 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. 	<p>Where possible contractors/visitors will remain external to the school and only come internally as necessary.</p> <p>Where possible contractors/visitors will be met in outdoor areas.</p> <p>Hand-Sanitiser provided in reception for all contractors/visitors/delivery drivers use, along with signage and request by school receptionist that hands are sanitised on entry to the school.</p> <p>Cleaners will be informed of areas contractors are using so that these can be cleaned when vacated.</p> <p>Contractors restricted from use of any school canteens/kitchen areas.</p> <p>Site Team/Reception instructed of procedure for dealing with deliveries.</p> <p>Deliveries made to most accessible location dependent upon goods, in all cases for safeguarding drivers will be accompanied and relevant staff member will ensure appropriate social distancing and hygiene guidance is followed.</p> <p>All visitors including delivery drivers instructed by reception staff and signage to maintain social distancing.</p> <p>Cleaners informed of locations of deliveries to ensure areas appropriately cleaned.</p>	L	1	F&O		Headteacher
						F&O	03/09/2020	Headteacher
						F&O		Headteacher
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		As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.						

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

Capacity and organisation of teaching spaces

Arrival to and departure from school

Movement around the school

Classroom allocations

Timetable arrangements

Role of teaching assistants

Breaktime plan

Lunchtime plan

Catering staff

Cleaning

Toilets

Staffroom and offices

Transport

Classroom expectations

Pupil expectations

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>