

Full opening of schools

Tweendykes School

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| Assessment conducted by: Mrs B Moorcroft | Job title: Executive Headteacher | Covered by this assessment: <u>staff</u>, <u>governors</u>, <u>parents</u>, <u>volunteers</u> and <u>visitors</u>. |
| Date of assessment: 13/7/2020. Updated 3/9/20 | Review interval: Weekly | Date of next review: 10th September 2020 |

Related documents

Health & Safety Policy (inc Infection Prevention and Control, COSHH, Fire and Site Security), First Aid Policy, Business Continuity Plan, Medical Policy (inc supporting pupils with Medical Conditions and Administering Medication), Intimate Care Policy, Data Protection Policy, Behaviour Policy.

| Risk rating | | Likelihood of occurrence | | |
|----------------------|---|--------------------------|----------|------------|
| | | Probable | Possible | Remote |
| Likely impact | Major Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| | Severe Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| | Minor Causes physical or emotional discomfort. | M | L | L |

| Final checklist | Staff | Pupils | Contractors & suppliers | Other known visitors |
|--|-------|--------|-------------------------|----------------------|
| The following site users have been informed about agreed control measures (appropriate to each group, that have been designed to: <ul style="list-style-type: none"> • Isolate the ill, ensure effective handwashing, provide effective cleaning, maintain social distancing. | x | x | x | x |

The system of controls: protective measures

For all pupils to return safely to school from September 2020, a number of protective measures will be implemented. These measures have been planned in order to mitigate identified risks whilst allowing the delivery of a broad and balanced curriculum; including full educational and care support for those pupils who have SEND.

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the risk assessment below.

Prevent

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Respond

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

| Area for concern | Risk rating prior to action H/M/L | Controls | In place? Yes/ No | By whom? | Deadline | Risk rating following action H/M/L |
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| <p>Failure to prevent potential spread of infection <i>individual displaying coronavirus (COVID-19) symptoms, or who have someone in their household who does, attends school</i></p> | H | <p>Before</p> <ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home. • Staff, parents, contractors and visitors must be informed of the symptoms of possible coronavirus infection, i.e. continuous cough, loss or change to their sense of smell or taste, fever (high temperature) or difficulty in breathing, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Staff, parents, contractors and visitors must be informed of the requirement and protocol to report cases of confirmed/suspected Covid-19 in their household as a matter of urgency. • Staff and parents must be informed how they can be tested for Covid-19 if they are symptomatic. • All staff, parents, contractors and visitors must be instructed to remain vigilant to potential Covid-19 symptoms at all times (themselves, within their household and within the school environment). • Staff answering telephone calls from parents/staff must be trained in Covid-19 symptoms to help inform decision making about whether an individual should attend school or not. • PPE equipment must be available within the dedicated isolation room at all times. • In accordance with Public Health England recommendations, routinely taking the temperature of pupils should not be actioned as this is an unreliable method for identifying coronavirus (COVID-19). <p>During</p> <ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a continuous cough, loss or change to your sense of smell or taste, fever (high temperature) or difficulty in breathing must immediately be sent home. They should self-isolate for 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Members of their same household should self-isolate for 14 days (from when the symptomatic person first had symptoms). • In a small number of cases, home testing kits could be provided directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. The headteacher (or senior designated member of staff) should authorise all allocations. | Y | BM | | M |

- If only one pupil/staff member displays Covid-19 symptoms in the class, pupils and staff in the same class as the person with symptoms **must** remain at school as normal (unless PHE advise otherwise). If the test return is negative, the person with 'symptoms' **should** return if they feel well enough. If the test return is positive the whole class **must** self-isolate for 14 days.
 - If the headteacher/CEO has concerns that the number of staff/pupils displaying Covid-19 symptoms appears more widespread, they **must** contact the Public Health England (PHE) in order to seek further guidance and establish whether a class or several classes **should** self-isolate before a test result has been established.
 - Where pupils feel unwell but do not display Covid-19 symptoms, staff **must** act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area of the school, away from others, and are supervised at all times.
 - Pupils and staff who are unwell **must** not permitted to enter public areas.
 - In an emergency, schools **must** call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms **must** be advised to not visit the GP, pharmacy, urgent care centre or a hospital.
 - The parents of unwell pupils **must** be informed as soon as possible of the situation by a member of SLT
 - Where contact with a pupil's parents cannot be made, appropriate procedures **should** be followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
 - Unwell pupils who are displaying Covid-19 symptoms and who are waiting to go home **must** be isolated in a dedicated room, with adult supervision, where, if possible, they can be at least two metres away from others. Full PPE **must** be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
 - If unwell pupils and staff are waiting to go home, and need to go to the toilet while waiting to be collected, they **must** only use the dedicated toilet facility.
 - Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, **must** be administered in accordance with the Administering Medications Policy.
- After**
- Areas used by unwell staff and pupils who need to go home **must** be appropriately cleaned once vacated – isolation rooms, toilets etc.
 - PPE equipment **must** immediately be disposed of and replaced in the isolation room following use.
 - Parents who are collecting a child displaying Covid-19 symptoms **must** be advised to:
 - call 999 if their child becomes seriously ill or their life is at risk.
 - not to bring their children to school or on the school premises until an appropriate return date has been established.
 - Any members of staff who display signs of infection **must** be advised to call 999 if they become seriously ill or their life is at risk.

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| | | <ul style="list-style-type: none"> The headteacher, in partnership with trust leaders and the local PHE professionals, must determine and confirm the return date for staff and pupils affected by Covid-19. <p>Ongoing</p> <ul style="list-style-type: none"> Staff must remain vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher (or appropriate person). The school must remain consistent in its approach to the management of suspected and confirmed cases of coronavirus. Senior leaders must monitor these arrangements throughout the day. | | | | |
| <p>Failure to <u>respond</u> quickly and effectively to Covid-19 infection <i>Lack of engagement with NHS Track and Trace process.</i></p> | M | <ul style="list-style-type: none"> The headteacher and senior leaders must familiarise themselves with the NHS Track and Trace process (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) and ensure they have immediate access to PHE health protection team contact details. These will be displayed in admin and leadership offices. The headteacher and senior leaders must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). The headteacher must ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 10days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. | Y | BM | | L |
| <p>Failure to <u>respond</u> quickly and effectively to</p> | M | <ul style="list-style-type: none"> The headteacher (or designated senior leader) must inform local health protection team if a member of the school community tests positive for Covid-19. | Y | BM | | L |

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| <p>Covid-19 infection <i>Poor management of confirmed cases of Covid-19</i></p> | | <ul style="list-style-type: none"> • The headteacher (or designated senior leader) must support the health protection team to 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. • The headteacher (or designated senior leader) must follow the guidance of the health protection team and ensure all required measures are actioned. • Based on the advice from the health protection team, the headteacher (or designated senior leader) 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: <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) ○ 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 • The headteacher (or designated senior leader) must ensure that a written record of pupils and staff in each group, plus details of visitors/contractors contact with others in school, is maintained in an accurate yet proportionate method. • The headteacher (or designated senior leader) must use the template letter (which will be provided to schools), on the advice of the health protection team, to send to parents and staff if needed. • School staff must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • The headteacher (or designated senior leader) should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. | | | | |
| <p>Failure to <u>respond</u> quickly and effectively to Covid-19 infection <i>Failure to contain any outbreak following local health protection team advice</i></p> | M | <ul style="list-style-type: none"> • The headteacher (or designated senior leader) must continue to work with their local health protection team if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected – a potential outbreak. For example, in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. | Y | BM | | L |
| <p>Failure to <u>prevent</u> potential spread of infection <i>Poor hand washing</i></p> | H | <p>Hand cleaning</p> <ul style="list-style-type: none"> • Posters must be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Staff should provide pupils with frequent demonstrations in relation to handwashing. | Y | BM | | M |

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| | | <ul style="list-style-type: none"> • Hand sanitisers and/or handwashing facilities must be available and used upon arrival for staff, pupils, visitors and contractors. • Staff must supervise pupils' use of hand sanitiser in order to mitigate risk of potential ingestion. Skin friendly cleaning wipes to be available for those pupils unable to wash hands easily. Once used, wipes must be disposed of into a disposable rubbish bag and staff must immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Pupils, staff and visitors must be encouraged to clean their hands more often than usual, particularly after arriving at school, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. Staff must not routinely wear gloves, unless they are completing specific tasks (e.g. supervising the isolation room, first aid, intimate care). • Staff and pupils must continually be reminded of the requirement to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitiser (that contains no less than 60% alcohol) ensuring that all parts of the hands are covered. • Leaders must provide/display (toilets, staffrooms, classrooms etc) guidance on effective handwashing to staff, visitors, contractors and pupils using PHE guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels must be supplied in all toilets, classrooms and kitchen areas. • Liquid soap dispensers must be used instead of bar soap. • Pupils who find it difficult to wash their hands independently must receive help from staff in their classrooms. This could include modelling handwashing simultaneously. However, maintaining a two-metre distance should remain a priority. • Hand driers must be disconnected and replaced with paper towels. Paper towels should be disposed in a lidded bin. • Drinking fountains must be disconnected. • The site cleaning staff must monitor toilets/classrooms in order to ensure supplies of soap do not run out of during the day. This will be checked by designated senior staff member | | | | |
| <p>Failure to <u>prevent</u> potential spread of infection <i>Poor respiratory hygiene</i></p> | H | <p>Respiratory hygiene (catch it, bin it, kill it)</p> <ul style="list-style-type: none"> • Staff and pupils must be encouraged to: <ul style="list-style-type: none"> ○ avoid touching their mouth, eyes and nose. ○ cover over their mouth and nose with disposable tissues when they cough or sneeze. If one is not available, sneeze into the crook of their elbow, not into their hand. ○ dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser. Double bag the rubbish and tie tightly. • Lidded bins must be provided in key locations (classrooms, toilets etc.). These bins must be emptied at the site cleaning staff <p>Other</p> | Y | BM | | M |

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| | | <ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • Doors should be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Pupils should continue to wear their normal school uniform. • Senior leaders must monitor these arrangements throughout the day. The school office must ensure all rooms have an adequate supply of tissues and cleaning resources available at all times. • The headteacher must consider pupils who struggle to maintain as good respiratory hygiene as their peers, for example those who spit <u>uncontrollably</u> or use saliva as a sensory stimulant. The headteacher must ensure that individual risk assessments are designed/implemented in order to support these pupils and the staff working with them. Direct education must be provided to these pupils. • In accordance with Public Health England recommendations, face coverings: <ul style="list-style-type: none"> ○ should not be worn routinely in school unless for a specific purpose (i.e. intimate care, supervising a pupil who displays symptoms). ○ worn by staff/pupils on their way to school must be removed and disposed of (if temporary) in lidded bins provided near entrances or placed in a sealed plastic bag that can be taken home (if reusable). Staff must instruct pupils not to touch the front of their face covering during use or when removing them. | | | | |
| <p>Failure to <u>prevent</u> potential spread of infection <i>Poor standard of cleaning</i></p> | M | <p>Equipment</p> <ul style="list-style-type: none"> • Each class/office must have additional cleaning resources (disinfectant spray, gloves) available at all times. • Frequently-touched surfaces (eg. door handles, handrails, table tops, play equipment, plastic toys, electronic devices) must be cleaned regularly using 'usual products', like detergent, as recommended by the government. Day time cleaners will undertake this at least 3 times a day • Individual and very frequently used equipment, such as pencils and pens, must be allocated so staff and pupils have their own items. By not sharing these items, additional cleaning arrangements should not be required. • Classroom based resources, such as plastic toys, books and games, should be used and shared within the class. They should be cleaned regularly by class staff – details of this will be in each class risk assessment document. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between classes, or 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 classes. • Furniture (eg. fabric) and resources (eg. soft toys) which are important for the delivery of education should be used. Non-essential items which cannot be wiped clean must be removed from designated rooms. • Pupils will have their own beakers, plates for snack time. All lunch time cutlery and cups must be thoroughly cleaned before and after use. This will be by kitchen staff using steaming cleaning machinery | Y | BM | | L |

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| | | <ul style="list-style-type: none"> • Outdoor playground equipment should be allocated to individual classes if possible and more frequently cleaned. Pupils will wash hands before and after play time. Equipment that is shared for eg swings must be cleaned frequently and meticulously at the end of each day. • Pupils must limit the amount of equipment they bring into school each day, to essentials such as bags, personal care items , lunch boxes, hats, coats, and books, • Pupils and teachers should take books and other shared resources home, although unnecessary sharing should be avoided. This will include pupils' work and reading books. • Home reading books must be sent home on a Friday and returned to school on Friday. They must be left over the weekend (at least 72-hour period) in order to avoid the need for excessive cleaning. <p>Other</p> <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, must be cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Normal PPE equipment must be provided to staff – see Infection Control section in H&S policy. • Cleaners must carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The Site Manager must arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the trust who will defer to the PHE team. • The site manager with designated member of SLT must monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • Anti-bacterial wipes (available in all rooms) must be used to wipe photocopiers, key boards etc. • Pupils and staff must be allocated toilets to use. Shared toilet facilities must be cleaned frequently, by day time cleaners every hour • The majority of pupils will eat lunch in classrooms. The dining hall will be used for a few pupils and additional cleaning of surfaces and equipment must be undertaken by support staff who supervise pupils after each child has finished their lunch • Additional cleaning resources must be located within designated staff rooms with support signage clarifying cleaning expectations to staff. | | | | |
| <p>Failure to prevent potential spread of infection <i>Unnecessary contact between people and failure to promote/ maintain social</i></p> | <p>H</p> | <p>Grouping pupils</p> <ul style="list-style-type: none"> • Pupils must be allocated to a class. 2- 3 classes will be linked together as one bubble to allow for sharing of toilets , playgrounds, and additional rooms within school • These bubbles will be . Little stars, Class 1, Classes 2 + 3, classes 4+5 , Classes 6+8, Classes 7,9 classes 10, 11, 12, classes13, 14 and hub, and Sixth form | <p>Y</p> | <p>BM</p> | | <p>M</p> |

*distancing
wherever possible*

- Named pupils with interventions- RD,ER,HW belong to their associated class bubbles.
- Limited interaction, sharing of rooms and social spaces between bubbles **must** be achieved as much as possible.
- Staff **must** take account of the age and development of pupils in their care and accept that younger age children in particular will not be able to maintain social distancing.
- Pupils and staff **must** remain in their class groups/bubbles for the majority of classroom time but can mix with other wider groups for specialised teaching (i.e. phonics groups). Social distancing measures **should** be considered in this scenario.

Measures within a classroom

- Staff **should** maintain 2 metre distance from each other and from pupils where possible. In circumstances when this is not possible (i.e. when working with younger children), staff **should** avoid close face to face contact as far as possible and minimise the time spent within 1 metre of anyone.
- For children old enough who are able to understand, they **should** also be supported to maintain distance and not touch staff and their peers where possible.
- Pupils **must** be seated side by side and facing forwards, as far as is reasonably practicable). Unnecessary furniture **should** be removed in order to make more space.

Measures elsewhere

Pupils

- Bubbles **should** be kept apart in order to avoid large gatherings such as group PE, and assemblies.
- Pupils' movement around school **should** be kept to a minimum, with only specified use of activity spaces
- Pupils and staff **should** access rooms directly from outside where possible.
- The number of children or young people who use the toilet facilities at one time **should** be restricted to avoid over-crowding. Limits on each toilet set **should** be in place dependent on size and accessibility. Posters are displayed on toilets to inform pupils/ staff of restrictions

Staff

- When staff are moving outside of their bubbles, and cannot maintain 2 meter social distancing eg in toilet area - face coverings **should** be worn
- School leaders, admin and communication team to wear face coverings if entering class bubbles
- Staff **must** be made aware of where they **should** go whilst on a break.
- Class 1 own kitchen area, classes 2, 3, 4, 5, 6 and 8 -staff room, 7,9,10,11,12,13 + hub -music drama space, Sixth form + CAIT – nominated

staff area - These will be laid out for each bubble and staff **should** sit within their bubble group

- At social / comfort breaks- staff **should** maintain social distance from staff not in their bubbles
- Lunchtime staff **should** go straight to their class bubbles
- Staff toilets to receive enhanced cleaning and wipes available for staff to use prior to use
- Once pupils have left staff **should** remain within their bubbles to undertake professional duties, - social distancing **must** be maintained when outside of bubble for e.g. photocopying

Home to school transport

- Extended drop off /pick up arranged for LA transport and parental drop off pick up between 9.10-9.30 and 2.45-3.05
- Class to send min staff required out to greet pupils
- Staff to go promptly at allocated time or when bus number is called
- Staff to not alight bus unless requested by bus escort
- Staff to ensure pupils hands washed when enter classroom and before departure home
- Pupil entry/ departure from school to be zoned
 - Class 1 and sixth form main reception
 - Classes 2-8 by outside gardens
 - Classes 9-13 and hub by senior corridor

Parent drop off/ pick up

- Parents **must** be notified of their allocated drop off and collection times and the process for doing so (eg. which entrance to use). Designated leaders and staff **must** monitor drop off/collection.
- Parents **should** be notified that only one parent is allowed to accompany their child onto the school site.
- Parents **must** be informed that they cannot gather at entrance gates or doors, or enter the building (unless they have a pre-arranged appointment, which should be conducted safely).

Breaktimes/Lunchtimes

- See cleaning control measures.
- Breaks and lunchtimes **must** be staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Each class to refer to rota for their specific times
- ISS catering company have shared and agreed risk assessment with school leaders- these are audited by senior ISS staff
- The majority of pupils **should** eat their lunch in classrooms. Food, plates , cutlery are brought on trolleys to each class

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| | | <ul style="list-style-type: none"> • Food is covered when transported. • For those pupils eating in dining areas they must sit at distance from other pupils, and not face to face. • Pupils must be discouraged from sharing cutlery, cups or food. • Parents should be encouraged to provide packed lunches containing items which can be opened independently by the pupils. <p>Physical Education</p> <ul style="list-style-type: none"> • School will follow AFP guidelines • Autumn term scheme of work has focus on games and classes must undertake these activities either outside or in their classrooms <p>Other</p> <ul style="list-style-type: none"> • Whenever possible, children should apply their own sun cream. If adults need to support a young child applying cream, this must not be done not face to face. • Pupils should be supervised whilst moving around school (e.g. going to the toilet). • Senior leaders must monitor these arrangements | | | | |
| <p>Failure to <u>prevent</u> potential spread of infection <i>PPE not available/worn/utilised safely.</i></p> | M | <ul style="list-style-type: none"> • Full PPE equipment (gloves, masks, goggle/visors, aprons) must be available in the isolation room at all times. It must be worn by staff who are supervising a person with Covid-19 symptoms and where a 2 metre distance cannot be maintained. • Normal, appropriate PPE equipment must be available and worn by all staff undertaking first aid and intimate care duties, as stated in relevant policies, at all times. Each class must have their own set of full PPE equipment • Donning/doffing training must be provided to all staff prior them using PPE. Written guidance must be displayed in key locations (isolation rooms, intimate care facilities, first aid rooms etc). | Y | BM | | L |
| <p>Failure to <u>prevent</u> potential spread of infection <i>Poor management of site visitors, inc parents and contractors.</i></p> | M | <ul style="list-style-type: none"> • <i>Visitor protocol</i> guidance must be reviewed to reflect the above control measures. • Visitors to the school (beyond the secure line) will continue to be appointment only. Authorised visitors should be provided with the <i>visitor protocol</i> guidance in advance their visit. Where this is not possible, this information must be shared with them upon arrival to the school. • Contractors must report to the school office and be supervised at all times. The designated member of staff who is supervising the contractor will ensure a written record is kept to confirm who the contractors has come into contact with during their visit. • Social workers must report to the school office and should be supervised where possible. They will meet pupils in the meeting room, or outside play area DSL will ensure a written record is kept to confirm who the social worker has come into contact with during their visit. | Y | BM | | L |

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| | | <ul style="list-style-type: none"> • Health workers must report to the school office and be supervised where possible (unless they request to speak to a pupil confidentially). The school nurse will ensure a written record is kept to confirm who the health worker has come into contact with during their visit. • Member of the Trust Central Team must report to the school office and be supervised at all times. The headteacher will ensure a written record is kept to confirm who the Trust employee has come into contact with during their visit. • Trust Central Team staff must follow the school's visitor protocols. <p>Parents</p> <ul style="list-style-type: none"> • In order to limit parental visits to the main office, the following arrangements will be implemented and communicated: <ul style="list-style-type: none"> ○ Parents must be pay for school lunches using a sealed envelope which they should send with their child. ○ All parental enquiries must be made via telephone/school's contact email. | | | | |
| <p>Failure to provide continued education for all pupils. <i>Staff shortages due to Covid-19 and/or other reasons</i></p> | H | <ul style="list-style-type: none"> • Supply arrangements – supply teachers, and support staff will be allocated to bubbles to avoid deployment across whole school • Classes are paired to allow staff from across 2-3 classes to support for staff absence. | Y | BM | | M |
| <p>Failure to provide continued education for all pupils. <i>Bubble and/or whole school closure due to Covid-19</i></p> | H | <ul style="list-style-type: none"> • If staff absence cannot be covered within the restricted supply arrangements above then arrangements will be made for pupils to remain at home to ensure safe staffing levels. Parents will be notified as quickly as possible and a log will kept of absences. Pupils will be provided with physical work packs , and on line learning • In the event of a temporary class closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> ○ Physical work packs ○ Online learning • In the events of a temporary whole school closure, the following arrangements will be implemented in order to educate pupils: <ul style="list-style-type: none"> ○ Physical work packs ○ Online learning | Y | BM | | M |
| <p>Lack of awareness of policies and procedures</p> | M | <ul style="list-style-type: none"> • The Headteacher must ensure all staff complete a 'full reopening of schools' induction prior to starting normal duties. This will take place on training days in September • The Headteacher must ensure they maintain a staff signing record enabling staff to confirm they have read and understand their role in implementation the risk assessment, safer working guidance including behaviour policy documents. This must be completed prior to staff commencing their normal duties in school. If staff refuse to sign, this must be recorded as 'refused to sign'. | | | | L |

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| | | <ul style="list-style-type: none"> • The Headteacher should maintain a written record of staff attendance at any full reopening of schools training/consultation events. • All staff, pupils, parents, governors, visitors and volunteers should be 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 Procedures • All staff must 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) 'Guidance for full opening: schools' • The school must keep up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department for Health and Social Care ○ PHE ○ The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and they must contact the school as soon as possible if they are showing symptoms of coronavirus. • Parents must be made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they must be informed that they must contact the school as soon as possible if they believe their child is showing symptoms of coronavirus. • Pupils where possible should be made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. • The Data Protection Policy is followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. | | | | |
| <p>Staff lack trust and confidence</p> | <p>M</p> | <ul style="list-style-type: none"> • Designated leaders must be present at school and available to staff. • Expert advice (PHE, DfE, legal) should be shared with staff on an ongoing basis. • Staff have been consulted (and had the opportunity to share concerns) about arrangements for September 2020. • Staff must be trained in any new processes or procedures so that they understand what to do and why. This will take place on September training days and then follow up briefings held | <p>Y</p> | <p>BM</p> | | <p>L</p> |

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| | | <ul style="list-style-type: none"> All staff should continue to have access to 'regular 1-to-1s' with leaders to support staff. Successes should be shared with staff on a regular basis. Individual staff must be able to request that an adapted risk assessment, specific to their role and circumstances, be carried out by the headteacher (if required). Effective communication and a clear audit trail will be maintained. Trade unions will be consulted on a regular basis. Senior leaders should monitor staff trust and confidence throughout the day through regular dialogue with staff. | | | | |
| Emergencies | M | <ul style="list-style-type: none"> A designated senior leader must always be on-site to lead responses to emergency situations. All staff and pupils' emergency contact details must be kept up-to-date, including alternate emergency contact details, where required. Pupils' parents must be contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school must have an up-to-date First Aid Policy in place that outlines the management of medical emergencies – medical emergencies are managed in line with this policy. The headteacher must ensure that a fire drill is completed as a matter of urgency. Additional drills are likely to be required as additional staff and pupils return. Senior leaders must monitor these arrangements throughout the day. | Y | BM | | L |
| Refreshments in Classrooms causing risk of scalding/ spillage | M | <ul style="list-style-type: none"> For refreshment stations have inside classrooms, clear instructions must be displayed as to how facilities can be used safely. In those circumstances, hot drinks must only be prepared when children are outside at lunchtime/playtimes. Kettles must be stored out of reach in a labelled cupboard with clear instructions visible on the door as to safe use e.g. filled/boiled/emptied when children are out of the classroom. Hot drinks taken in the classrooms must be consumed in a lidded beaker to avoid spillage and scalding. Senior leaders must monitor these arrangements throughout the day. | Y | BM | | L |
| Poor pupil conduct leads to a potential risk of the infection spreading. | H | <ul style="list-style-type: none"> Key expectations are outlined for pupils who are able to follow them – staff should regular remind pupils of these Risk assessments in place for those pupils unable to comply with expectations and whose behaviour maybe a risk to others for eg spitting | Y | BM | | M |
| Safeguarding concerns relating to a potential increase in | M | <ul style="list-style-type: none"> DSLs must ensure essential safeguarding training for all staff is complete, including use of training days in September 2020. DSLs must ensure all staff have read, signed and had the opportunity to discuss KCSiE (September 2020), particularly the most recent changes. | Y | BM | | L |

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| number of disclosures | | <ul style="list-style-type: none"> • DSLs must ensure all staff have opportunities to review arrangements to ensure high vigilance and agreed procedures. | | | | |
| Emotional well-being of pupils | M | <ul style="list-style-type: none"> • Additional PSHE curriculum time should be allocated to support pupils. This will be planned by class teachers as appropriate to needs of individual pupils • Additional staff, inc leaders, should be present on the playground to support pupils who are anxious about leaving parents and entering the school building. Staff are permitted to support pupils through appropriate physical contact (e.g. hand holding) but should avoid facing pupils directly. They should also wash their hands afterwards. | Y | BM | | L |
| Parents/pupils refuse to return to school | M | <ul style="list-style-type: none"> • The Headteacher (or designated senior leader) must contact the parent in the first instance to discuss any concerns and offer additional support. • The Headteacher (or designated senior leader) must consider the individual circumstances of pupils, particularly any medical conditions, and complete an individual pupil risk assessment if required. The Headteacher must work in partnership with the trust, medical professionals and/or the LA SEND team before authorising an adapted home-based curriculum offer. • The Headteacher must manage pupil absence from school by referring to and implementing the school's Attendance Policy. | Y | BM | | L |
| Well-being of staff | M | <ul style="list-style-type: none"> • The Headteacher must offer to complete an individual risk assessment for staff who are returning to work from shielding or home working due clinically vulnerable. If accepted they must complete the individual RA before the member of staff starts their normal duties (using the agreed Trust format). • The Headteacher must complete an individual risk assessment for staff who are pregnant (using the agreed Trust format) in addition to the normal Maternity RA for expectant mothers. • The headteacher (or appropriate person) must continue making regular contact with staff unable to work/working from home. • The headteacher (or appropriate person) must consult with staff on plans initial plans for September 2020. To be reviewed on a regular basis, at SLT , and staff feedback secured via phase meetings • The headteacher (or appropriate person) should consulted/liaised with school-based Trade Union representatives. • All staff must be made aware of an appropriate leader who they can discuss concerns with and who will check on them on a regular basis. The headteacher has been allocated a senior from the Trust to support them. • The headteacher (or appropriate person) must maintain regular briefings (eg. remote, emails, bulletins) with staff to keep them informed. • All staff must receive contact details for counselling service. If staff wish to access the Occupational Health emotional wellbeing telephone support service please either phone 01482 613333 or email occupationalhealth@hullcc.gov.uk to request a call. • The CEO should liaise with local Trade Union officials on a regular basis. | Y | BM | | L |

