

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020

Greenfield Primary School

Assessment conducted by: Claire Stylianides	Job title: Headteacher	Covered by this assessment: Staff, Pupil, Parents and Visitors
Date of assessment: 23/05/20	Date of next review: 03/06/20	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups **Reception, Year 1 and Year 6, along with key worker and vulnerable pupils** **while reducing the risk of coronavirus transmission**. The risk assessment has been written

- 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 \(updated 12 May \)](#)

in collaboration with a number of local authorities.

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add additional information
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY 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. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	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 as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by Parentmail and ClassDojo <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	M	Headteacher	1/6/2020	
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 	L	M	Headteacher	1/6/2020 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> - 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 Parentmail, ClassDojo and 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 the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Daily 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>Headteacher</p> <p>Headteacher</p> <p>Staff and parents</p> <p>Headteacher</p>	<p>01/06/2020</p> <p>28/05/20</p> <p>01/06/20 and ongoing as cohorts</p> <p>Ongoing</p>	
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 	M	M	Headteacher & Admin staff	01/06/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Teaching assistants and Mid-Day staff are trained to carry out additional cleaning. Tables, door handles, doors and toilets are cleaned at lunchtimes in addition to the usual daily clean and as and when required. Paper/hand towels are refilled regularly. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			Site Manager	1/6/20 and 2/6/20	
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 – advised to make contact by telephone, email or ClassDojo • Rearrange furniture in reception area to facilitate social distancing. Max of 3 persons can space at any one time. • Carpark/playground gates open between 7:15-8:15am for staff to maintain social distancing on arrival at school. Staff use additional entrances and sign in online register. Staff arrival and teaching and support times are staggered in any case. <p>As a result, reception staff are protected.</p>	M	M	Head, site manager and Admin team Site manager	01/06/20 Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – specific – office spaces.		<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Admin staff have separate rooms with glazed partition and glazed reception screen remains closed. Site manager to use staffroom computer. 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>			C Benson	01/06/20	
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: <ul style="list-style-type: none"> Key Workers/Vulnerable 8:45am and 3:30pm Year 6 8:55am and 3:20pm Reception 9:00am and 3:00pm 	M	H	Headteacher	48 hours before groups are brought in and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> ○ Year 1 9:15am and 3:15pm ○ Greenfield Preschool is 9:30am and 2:30pm ○ Times are subject to change following daily safety review. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. See school plan for routes which will be shared on the website and ClassDojo. • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – see FAQs and reaffirm in start letters. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. <u>No school transport in use.</u> • Issue information to pupils in relation to restrictions on their movement around the site 			<p>Headteacher</p> <p>Assigned staff</p> <p>Assigned staff</p>	<p>Before each group starts</p> <p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> 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>			Site manager	Ongoing	
Poor hygiene practice – specific – toilet/changing facilities.	M	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Staff to follow specific intimate care procedures – see policy 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>	L	L	All staff	Ongoing	
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: <ul style="list-style-type: none"> Key Workers/Vulnerable 8:45am and 3:30pm Year 6 8:55am and 3:20pm Reception 9:00am and 3:00pm 	M	M	Headteacher	48 hours before groups start back	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> ○ Year 1 9:15am and 3:15pm ○ Greenfield Preschool is 9:30am and 2:30pm ○ Times are subject to change following daily safety review. ● Inform pupils and their parents of the allocated exit points and pick up points – same as AM – see school route plan. ● 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>					
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 and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus 	M/H	M	Headteacher	28/5/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<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 sited Teaching Assistants • Any staff member who displays signs of being unwell immediately refers themselves to the headteacher or deputy in her absence and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Care Room (or the Medical Room if in use) 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 the toilet in the Care Room (or the disabled toilet if isolated in Medical Room) which will be cleaned after use. 			<p>C. Benson</p> <p>Headteacher</p> <p>C. Benson</p> <p>All staff</p>	<p>01/06/20</p> <p>01/06/20</p> <p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> 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, visors should also be worn The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in the Care Room or Medical Room where they can be at least two metres away from others Box of items to keep child busy or comforted while waiting for parents 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>			<p>All staff</p> <p>Designated staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
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 arranged so that pupils can remain 2 metres apart where practicable • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited and using external rather than internal routes to make social distancing easier. <p>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.</p>	M	M	Headteacher	28/5/20	
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 • The Headteacher 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>	M	M	Headteacher and C. Benson	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Insufficient staff to run face-to-sessions for pupils.	M	<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 extremely vulnerable are not in attendance at school Leaders to ensure that the clinically vulnerable are working from home or 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>	M	M	Headteacher	28/5/20	
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 and external routes where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas (4 zones on playground) for each year group to be identified for breaktime and lunchtime 	M	H	Headteacher	01/06/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Lunchtime to be staggered for different year groups. Packed lunches to be eaten in classrooms except Reception class can eat in hall or outside picnic area. Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Pupils to be supervised in washing hands before and after lunch In hall if used, separate classroom table or bench lunch tables with 3 pupils spaced. Indoor and outdoor, bench style seating clearly marked. Pupils will not go to counter to collect food Grab bags only provided – those that are paid for are pre-ordered and pre-paid electronically. Tables to be cleaned between any groups using 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. Pack lunches to be stored in classrooms at pupils' places. <p>As a result, the risk of infection during unstructured time is reduced.</p>			<p>All staff</p> <p>Group teachers</p> <p>Catering and Midday Staff</p> <p>Group teachers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
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 soft furnishings and items that are hard to clean to be removed Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 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 Y6 pupils that they can bring the required equipment to school (stationery, calculators etc) but leave in school until end of term 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 	M	M	<p>All staff</p> <p>Headteacher</p> <p>Group teachers</p> <p>Site manager</p> <p>TAs and cleaning staff</p> <p>Group teachers</p> <p>Admin staff</p>	<p>01/06/20</p> <p>01/06/20</p> <p>Ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Shared teaching resources to be cleaned prior to and after use daily or between use of different people. • 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 (as per door labels). 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>TAs and group teachers</p> <p>Headteacher</p> <p>Site manager</p> <p>All staff</p>	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence 	L	M	Head/ deputy and Group teachers	01/06/20 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> 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>			Headteacher and SENCo	Ongoing	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> 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>	M	M	Deputy and SENCo All staff Deputy	01/06/20 and ongoing	
Vulnerable pupils and pupils with SEND do	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school 	M	M	Deputy and SENCo	01/06/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
not receive 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>					
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	L	Head and DSL Head DSL	01/06/20	
Emergency evacuation due to fire etc.	M	<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>	L	L	Headteacher Group teachers	01/06/20	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
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, identified member of staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • 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>	M	M	Site manager Headteacher Assigned staff Site manager	01/06/20 Ongoing	
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 	M	M	Admin team	Ongoing	

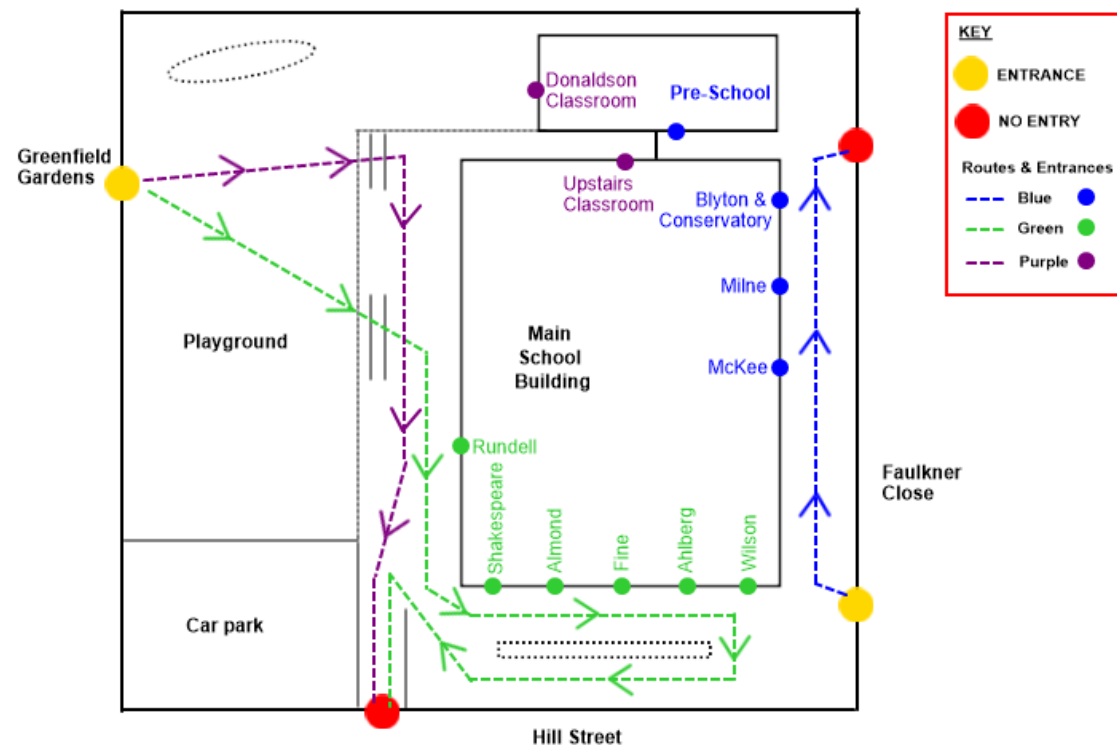
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

[School-specific arrangements relating to risk assessment that may need additional detail:](#)



Arrival to and departure from school

- At least 4 members of school staff will support and guide – one at each entrance/exit.
- Times are staggered:
 - Key Workers/Vulnerable 8:45am and 3:30pm
 - Year 6 8:55am and 3:20pm
 - Reception 9:00am and 3:00pm
 - Year 1 9:15am and 3:15pm
 - Greenfield Preschool is 9:30am and 2:30pm
 - Times are subject to change following daily safety review.
- Parents will be provided with clear instructions for drop off and collection times, along with the route plan. They will be notified of which classroom their child will be in and external doors will be clearly sign posted.
- Routes and one way systems will have clear signs to guide.
- Excluding the Blue route, the same routes will be used to take pupils to the playground during the day.
- Parents will be asked to adhere to 2m distancing (arrows on the ground will support this)
- Parents are not to enter the building and must leave their child as they approach the classroom door. They are not to stop and speak to the teacher and telephone the office to leave a message.
- Only one parent should bring/collect a child from school to avoid large groups gathering. Parents of Y6, will be asked not to enter the site.
- To maintain isolation of pupils, parents should only collect children from their own household and not walk home in mixed groups.
- Other visitors and deliveries, will not be allowed at pick up/collection times.



Movement around the school

Except for Blue Route classrooms, movement to the playground will be via external classroom doors to limit the internal movement through narrow corridors. Blue route classrooms will need to move internally. There is a partial one-way system (two narrow enclosed corridors and entry/exit to the hall) and this will be clearly marked on doors and floors to guide pupils and staff. Some corridors/areas do not have a one-way system as pupils need to get to the toilets. All classroom doors will be clearly labelled. With a one-way system, pupils in two classrooms (Ahlberg and Wilson) have to take a slightly longer route to the toilet (can use either KS2 or those in KS1 cloak area) – this will need to be practised with pupils. In two way areas, the floor space will be divided with floor tape and arrows to limit possibility of pupils and staff bumping into each other.

Capacity, organisation of teaching spaces and classroom allocations

Classrooms will be named after the classes that have occupied them so far this year. This does not mean that the same class or teacher will be in the same classroom.

Classroom Name	Pupils	Maximum Pupil Occupancy	Teacher/member of staff
Donaldson	Reception – alternate weeks and fulltime	15 (in two key groups)	Sarah Hawker Jade Stephenson Helen Lees TA
Blyton & Conservatory	Year 1	9 (6 back up - no display screen)	Miss Batham Mrs Spence TA
Milne	Year 1	8	Miss Stanley
McKee	Year 1	9	Mrs Cattell 3/Mrs Kelly 2
Wilson	Key worker/vulnerable	8	Miss Lewis 3/Mrs Cast 2
Ahlberg	Key worker/vulnerable	9	Mr Dove
Fine	Year 6	8	Mrs Knapman
Almond	Year 6	9	Miss Tang
Shakespeare	Year 6	8	Mrs Hackett
Rundell	Year 6	8	Mrs Cook
Upstairs classroom	Key worker/vulnerable	6	Mrs Remmers/Mrs Leech
Total		103	

Should key worker numbers exceed places available, up to an additional 15 places could be made in the hall. If this was required, the hall would not be available for lunchtimes or exercise should the weather be too poor to go outside.

There are 2-3 tables at 3 shared areas around school. These are not to be used for typical classroom places, they are for the support of those pupils who are not able to maintain social distancing in the classroom and thereby making other pupils feel anxious for their safety. They may also be used for SEN pupils, providing social distancing is maintained with the member of staff supporting.

Timetable arrangements

This timetable provides approximate timings and general arrangements and is subject to variation.

	Year 1	KW/V groups	Year 6
Arrival at school	9:15am – register and hygiene	8:45am – register and hygiene	8:55am – register and hygiene
Session 1	9:25am - Maths	8:55am - Maths	9:05 Maths 10:35am - Assembly/PHSE
Break	10:25am	10:00am	10:50am
Session 2	10:50am - Assembly/PHSE 11:00am - Phonics and English	10:25am - Assembly/PHSE 10:35 English including reading and spelling	11:15am - English including reading and spelling
Lunch	12:00pm playground then 12:30pm hygiene and eat lunch	Hygiene and eat lunch then 12:30pm playground	Hygiene and eat lunch then 1:00pm playground
Session 3	12:50pm - Other subject	1:00pm - Other subject	1:30pm Other subject
Break	1:45pm	2:15pm	2:00pm
Session 4	2:00pm - Other subject – may be continuation of session 3	2:30pm - Other subject – may be continuation of session 3	2:15pm - Other subject continued
Home time	3:15am	3:30pm	3:20pm

Weekly plans and daily lessons will be in place for each year group (rather than class etc) for remote and in school education – these will be along similar lines. Members of staff have been given responsibility for ensuring this is in place for everyone. All worksheets and resources will be printed/copied by the Admin team the day before to ensure materials are ready at the start of the school day.

Mr Sutton will ensure home learning activities are posted on ClassDojo each day (although other teachers may support this), check and respond to messages from parents and submissions to pupil portfolios. Mrs Cattell will support one half day. Mrs Hickman will provide additional online support via ClassDojo for parents of SEND pupils. Mrs Hill will cover Wed & Thurs afternoon sessions in Y6 groups, releasing one teacher per afternoon/per fortnight to cover home-learning feedback and planning. Miss Wilson will lead exercise activities (still with the support of the group teacher) outside Tues & Wed afternoons as part of the PE programme for KS1 and/or KW/V groups.

Role of teaching assistants

There will be a teaching assistant to support supervision at each shared area:

- KS1 Library Area – Mrs Westley-Smith
- KS2 D&T Area – Mrs Hadley
- KS2 Library Area – Mrs Denton/Mrs Vanden-Branden

TAs provide for supervision of pupils visiting the toilets - ensuring maximum numbers are not exceeded and pupils maintain good behaviour, including distancing and hygiene measures.

TAs ensure classroom tables, door handles etc are cleaned in their area (shared area and adjacent classrooms) at lunchtime and when necessary during the day.

TAs provide first aid and support when pupils are ill. PPE to be used as necessary.

Generally, TAs are unable to support SEND pupils, including those with EHCPs, unless there is an immediate physical or medical need.

Back-up TAs (Tracey Hewines and Katie Hill) provide further back-up support and cleaning in other main areas.

TAs will be used to cover a class, under the direction of the teacher, should there be any teacher shortages.

Break-time plan

Teachers to bring and take their group to the playground. TAs to monitor for toileting – use 5-10mins before break to avoid queues.

Head and Deputy (if not assigned to a class) and TAs will support supervision at playtimes to allow teachers to get a quick toilet break.

	Year 1	KW/V groups	Year 6
AM (20 mins)	10:25am	10am	10:50am
PM (10 mins)	1:45pm	2:15pm	2:00pm

Reception pupils have break-time in their outdoor area and the garden area as directed by the teachers and do not need the playground.

Led and supported by the Deputy Head, staff will encourage pupils to take part in exercise activities that do not require contact (such as Daily Mile). No equipment can be used, including the climbing frames.

Pupils are allowed to bring a snack for break-time. Handwashing needs to take place before and after break.

Lunchtime plan

Head and Deputy (if not assigned to a class) will have overall supervision at lunchtimes.



Lunchtimes are reduced to about 40 mins (plus additional time for toileting and handwashing routines before eating) and staggered for groups. Groups have a 30min max timeslot for playground. Teachers can adjust times for starting lunch in class to allow for time to eat and washing hands.

Pupils and their assigned teacher will eat lunch (packed lunch or Grab Bags) in the classroom – approximately 10-15 mins. Grab-Bags will be delivered to the classroom. Reception pupils will eat their lunch at the picnic tables outside in fine weather or in the hall if it is raining.

Teachers will take their class to an allocated area of the playground at the allocated time where a Midday Supervisor will take over supervision. Teachers can get a non-contact rest break at this point.

12:00pm	12:30pm	1:00pm
Year 1 (eat after play)	Reception & KW/V groups	Year 6

The assigned area TAs will clean tables, handles etc in their classrooms before going for their lunch break.

Led and supported by the Deputy Head, Midday Supervisors will encourage pupils in their group to take part in exercise activities that do not require contact. No equipment can be used, including the climbing frames.

One Midday will be assigned to First Aid and should use PPE as necessary (all will be outside ready for less serious cases).

At the end of the allocated time, we will ring a bell to instruct pupils to stand still then the group teacher will begin leading back to class, socially distanced and external route. There will be no lining up.

Pupils wash hands after lunch play.

Should it be a wet lunchtime, pupils stay in their classroom and are supervised from the doorway by Midday Supervisors to ensure teachers get a rest break. Pupils stay at their tables but can doodle/draw with materials that will already be in their tray or read a book (again already in their tray).

Catering staff

Dudley Catering is responsible for ensuring that catering staff prepare and handle food safely, following strict guidelines. They should also ensure their staff read the risk assessment and follow the school's procedures.

Catering (Grab Bags only) will not be provided before 8th June 2020. Dudley Catering must ensure these include an individual drink.

Meals are provided free to Infants and pupils entitled to FSM. KS2 are pre-ordered and prepaid.

Generally, pupils will not go to the hall to eat and will eat packed lunch and Grab-Bags in their classroom. Catering staff will deliver bags to classroom – Admin will provide lists.

Cleaning

Teachers/staff must leave classrooms by 4pm to allow for thorough cleaning to take place.



The assigned area TAs will clean tables, used surfaces, handles etc in their classrooms and shared/corridor area before going for their lunch break. They will also check the bins for emptying if necessary. A set of cleaning materials will be available in each shared area. It will be stored out of the reach of pupils.

Antibacterial wipes will be in the classrooms to wipe tables after a child coughs/sneezes.

Some doors will be wedged open to reduce contact with handles (e.g. where door would need to be pulled rather than pushed).

A member of staff will be assigned to cleaning seats, sinks and door handles in the toilets at lunch time,

A member of the Admin team will clean door handles etc in the main general areas and staffroom.

The site manager and cleaning staff will follow guidelines for cleaning procedures before and after the school day: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Toilets

Maximum numbers allowed in toilets at any one time is limited to the number of cubicles.

Waiting is not allowed in toilets and if cubicles are being used, pupils/staff must wait outside – clear of door and distanced.

Opportunities for going to the toilet are reduced but can be in lesson time to reduce queues at break times. Group teachers to explain this to pupils.

TAs provide for supervision of pupils visiting the toilets - ensuring maximum numbers are not exceeded and pupils maintain good behaviour, including distancing and hygiene measures.

A member of staff will be assigned to cleaning seats, sinks and door handles in the toilets at lunch time. They also check soap and handtowels. Admin staff will top up when running low.

Staffroom and offices

Maximum occupancy is clearly labelled on the doors. Staff should make sure they adhere to 2 m distancing when seated.

Surfaces are kept tidy to allow for cleaning. Belongings should not be left in the staffroom.

There are no signing in sheets for staff ad pens etc. should not be shared. Staff use the Integris register of Admin staff do it for them when not possible.

Admin staff sign in visitors.

Staff should clean their own pots and utensils using washing up liquid and dry using a paper towel and put the items away. Generally, risks can be reduced if staff bring/keep their own utensils and bring drinks bottle/flasks to last the day.

Meetings should not be held in confined rooms/offices.

Staff need to wipe telephones and keyboards with antibacterial wipes on first use and after anyone else has used it.

Transport

We do not provide school transport. Parents are asked to walk to school where possible and avoid using a car. If a car is necessary, please do not park on Hill Street or Faulkner Close as there is not room and it will be hard to maintaining distancing with people getting out of cars etc. The staff carpark will be closed and only used for staff while at work. Where necessary, parents of disabled pupils should contact the office to discuss arrangements for getting into school.

Classroom expectations

Except for the Donaldson (Reception) classroom, tables have been arranged to allow for 2m distancing between pupils' seats and the class teacher who will remain at the front of the classroom as far as possible. The floor will be marked to indicate the placing of chairs under tables.

Pupils will have their own tray on their table to hold all necessary equipment (including pencils, pens and whiteboards) and work so they do not need to leave their places or share equipment, which would be unsafe. Everything must be in the tray at lunchtime and home time to allow access for cleaning.

Cloakrooms should not be used and jackets should be placed on the backs of chairs.

Enough space has been allowed for pupils to have 2m distancing when seated on the floor (e.g. for phonics) in Donaldson/Reception – although only one group will be seated at a time. Pupils have personal trays set out on tables to the side to keep equipment (such as whiteboards and pens) and to keep their work.

Sink areas should be clear of furniture etc and allow room for handwashing. Teacher to manage handwashing routines to ensure distancing can be maintained – e.g. calling one pupil to the sink at a time or developing a flow system.

All surfaces should be kept clear for regular cleaning.

Unnecessary furniture etc has been removed to allow 2m distancing for seats and access around the classroom without need for contact with others.

Displays are minimal to avoid temptation for pupils to gather in front of them but also to avoid distraction from posters with key messages (about handwashing for example).

Shared resources, games and equipment to be removed to avoid tempting pupils to use them.

Antibacterial wipes will be in the classrooms to wipe tables after a child coughs/sneezes.

Time should be allowed as part of the lesson for pupils to check and mark their own work wherever possible. Otherwise, teachers must leave at least 24 hours before checking and marking pupils' work and another 24 hours before giving it back to the pupil.

Pupil expectations – staff will ensure pupils fully understand these in their first day at school.

Always follow the behaviour rules, including the new rules for good hygiene and social distancing.

- Wash your hands properly with soap for at least 20 seconds
- Wash your hands when you arrive at school, before and after morning break, before lunch, after lunch play, before and after playtime in the afternoon, after you have coughed, sneezed or blown your nose and every time you go to the toilet.
- Follow the catch it, bin it, kill it procedure for coughs and sneezes and blowing your nose (on the poster in the classroom).

- Stay at your desk/area in the classroom. Do not go to other pupils' desks/areas.
- Keep 2m away from other people and always stick to the routes and directions you have been given (including the arrows etc on doors and floors).
- When passing others within a 2m space (e.g. passing their table, passing in corridors) do not touch them.
- Ask for permission to go to the toilet. When you have permission, go straight there. Wash your hands after using the toilet and return immediately to the classroom. If cubicles are full when you go to the toilets, wait outside away from the door (see floor marking).
- Stay in your designated area of the playground and stay distanced from others in your area. Do not share any equipment.

Tell the teacher immediately if you have any symptoms of coronavirus (on the poster in the classroom).

Do not bring any other belonging to school other than your sun hat and jacket (if weather is poor).

Year 6 may bring a pencil case with equipment on their first day but will not be able to take it home again until the end of the term.

Look after these belongings - keep them at your table/space and do not leave them lying around anywhere else.

Follow instructions quickly and fully.

Understand that your teacher cannot help you at your desk so you need to try hard to do as much as you can by yourself.

Expectations of parents

Contact the school office should you choose to send your child to school – we can only accommodate a limited number of pupils so places need to be arranged.

Contact the school office if your child is going to be absent or if you change your mind and decide not to send your child to school.

Check the guidance regarding clinically vulnerable children and extremely clinically vulnerable members of their household. Should these apply to your child and you choose to send him/her to school, you must write a letter/complete a form to accept responsibility for the risks to your child or family member.

Seek medical advice if your child is clinically vulnerable. If your child is extremely clinically vulnerable, keep him/her at home.

Adhere to the social distancing measures we have put in place for pick-up and collection times. Please check the route plan and adhere to the routes and times given.

Except by strict telephone appointment, do not enter the school building. Leave your child as you approach the classroom door. Telephone school or use ClassDojo to pass on any message to the teachers. Do not try to have discussions with staff while they are ensuring pupils get safely in and out of school.

If you do have to go to the school office for any reason, please use the hand sanitizer provided. Please understand that the glass screen must remain closed so stand well back to allow privacy for anyone else who is at the counter.

Only one parent should bring/collect a child from school to avoid large groups gathering. Parents of Y6, avoid entering the school site, including playground.

Once you have dropped off/collected your child, leave the school site immediately, following the one way systems, and do not stop for chats etc close to school and entrances/exits.

To maintain the isolation of children, parents should only collect children from their own household and not walk home in mixed groups.



Send their child with a snack for break time, a packed lunch (if not having Grab Bags) and one or two water bottles (enough to last the day). From 8th June 2020, Grab Bags will be provided free for Reception and KS1 pupils and pupils eligible for free school meals – these must be pre-ordered. Grab Bags may be pre-ordered for other KS2 pupils from the office one week in advance and paid for online.

Pupils should wear school uniform where possible and stick as closely to school uniform colour and style where not. Trainers rather than school shoes are preferred so your child can take part in exercise activities. To reduce risk, clothes should be washed every day.

Do not send your child with any other personal belongings other than a sun hat for playtimes and a light weight jacket *if* the weather is poor. Year 6 may bring a pencil case with equipment on their first day but will not be able to take it home again until the end of the term.

To ensure your child is safe outside in hot/sunny weather, apply long lasting sun-screen at home as it cannot be administered at school.

Should your child need medication, telephone the school office to let them know. Complete the medication form and email it to the school office. Take the medication to the school office at drop off time (just after you have dropped off your child) and collect it at the end of the day (just before you collect your child).

Help your child to follow the hygiene and distancing procedures by practising at home – information will be shared on ClassDojo and on the school website.

When your child is not attending school, check ClassDojo for the home learning material for your child. Contact school if you need further help or materials.

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>
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- 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>

