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

<u>Crestwood Park Primary School</u>

			Covered by this assessment: all procedures and processes for children in Reception- Year 6, all staff (including site, kitchen and support staff), all families, visitors and all members of our wider school community.
Assessment conducted by: Amy Cooper		Job title: Headteacher	
Date of assessment: 16th July 2020		Date of next review: 18th September 20 2nd October 2020 23rd October 2020 16th November 2020 4th January 2020	

...the historic capital of the Black Country

16th July 2020

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of staff members including agency staff members, 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)

...the historic capital of the Black Country

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	L	To ensure that all relevant guidance is followed and communicated: • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly. • Information on the school website is updated. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	L	L	Amy Cooper Liz Kennedy Deb Hughes	31.8.2020	Amy Cooper
Poor communication with parents and other stakeholders	L	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. • Headteacher to share risk assessment with all staff. • Parents notified of risk assessment plan and shared with parents via website – notification of this will be via sch.life messages. As a result, all pupils and all staff working with pupils are adhering to current advice.	L	L	Amy Cooper Liz Kennedy	17.7.2020	Amy Cooper

Lack of awareness of policies and procedures	M	• School leaders will ensure that all policies impacted on by coronavirus controls are updated.
		• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:
		  - Health and Safety Policy
		  - Infection Control Policy
			L
			
			L
				L
				
				L
					Liz Kennedy
					Amy Cooper
					
					Amy Cooper
						17.7.2020
						
						Ongoing as guidance is updated
							Amy Cooper
							
							Amy Cooper

...the historic capital of the Black Country

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

	L	- First Aid Policy
		- Intimate care policy
		- Behaviour policy
		- Staff absence reporting procedures
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		  - The Health Protection (Notification) Regulations 2010
		  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		  - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
			L	L	Amy Cooper	Ongoing as guidance is updated	Amy Cooper

	M	• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	L	L	Amy Cooper	16.7.2020	Amy Cooper
	M	• Staff are made aware of the school's infection control procedures in relation to coronavirus via email.	L	L	Liz Kennedy	17.7.2020	Amy Cooper
	M	• Parents are made aware of the school's infection control procedures in relation to coronavirus via posters 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. Additional signage to be added to reinforce guidance around use of face coverings (In line with Dudley LA advice).	L	L	Deb Hughes	Before 3.9.2020 Before 2.11.20	Amy Cooper

...the historic capital of the Black Country

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
	M	• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. • Emailed briefing issued to staff each time policies or procedures change. **As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.**	L	L	All class teachers Amy Cooper	On children's first day back in September ongoing	Liz Kennedy Amy Cooper

...the historic capital of the Black Country

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 in school - **general**	L	• Posters are displayed at the entrance to the school, around school and **in every classroom** reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school).
		 • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.
		 • Teachers to reiterate key messages in class-time (when directed) to pupils to:
		   - Cover coughs and sneezes with a tissue,
		   - To throw all tissues in a bin
		   - To avoid touching eyes, nose and mouth with unwashed hands.
		 • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff and visitors.
		 • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance.
		 • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
		 • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.
			L	L	Amy Cotter Deb Hughes All class teachers
					
					 All classroom staff
					
					 Class Teachers
					
					 Cleaning Team
					
					 Amy Cooper
					
					 Cleaning Team
					
					 All classroom staff
						Before 3.9.2020
						
						 Ongoing
						
						 Ongoing
						
						 Ongoing
						
						 Ongoing
						
						 Ongoing
						
						 ongoing
							Deb Hughes
							
							 G Morgan A Cadman
							
							 G Morgan A Cadman
							
							 Liz Kennedy
							
							 Amy Cooper
							
							 ~~Liz Kennedy~~ Pete Oakes
							
							 G Morgan A Cadman

...the historic capital of the Black Country

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
		• Pupils and staff do not share cutlery, cups or food. • Staff cups, utensils and crockery to be placed in the dishwasher. • All utensils are thoroughly cleaned before and after use. • Door handles and doors are cleaned **regularly** and paper/hand towels are refilled **daily.** **Rooms are well ventilated-** • Open windows so they are slightly ajar (not all windows two minimum) • Doors do not have to be kept open during class times especially where a safeguarding risk exists • During class time changes and break times the windows and doors can be opened fully to provide a greater air flow to the room. • After break times the windows and doors can be returned to slightly ajar. • If rooms have forced ventilation or window fans, these can be used to aid air movement from the slightly ajar windows. **As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.**	L	L	All school staff		Amy Cooper
Poor hygiene practice – **specific – school entrance**	L	• Clear signage in place regarding social distancing. • Screen in place for reception staff when dealing with parents/visitors/contractors. • Areas touched to be wiped down.	L	L	Amy Cotter	Before 3.9.20	Deb Hughes

...the historic capital of the Black Country

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
		• Discourage parents from entering the school building. **As a result, office staff are protected.**					
Poor hygiene practice – **specific – office spaces.**	L	• Tissues/hand sanitiser to be available in office locations. • Staff to use hand sanitiser on entering the building. • **Each individual is responsible for wiping down their own work area before and after use.** **As a result, office practice in office spaces limits the risk of the spread of any infection.**	L	L	Amy Cotter Deb Hughes	ongoing	Liz Kennedy
Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**	M	In line with government advice: • 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 the window of time available for dropping off and picking up. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. Use a one- way system that utilises the front and rear school gates WB 28/9/20)	L	L	Amy Cooper Liz Kennedy Amy Cooper Amy Cooper Amy Cooper	Before 3.9.2020 and then ongoing 17.7.2020 17.7.2020 17.7.2020	Amy Cooper

…the historic capital of the Black Country

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
		• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.			All classroom staff	Ongoing	
		• Ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.			Amy Cooper	Ongoing	
		• hand sanitiser 'stations' available so that all staff can clean their hands regularly between washings.					
		• Small children and pupils with complex needs should continue to be helped to clean their hands properly.			Amy Cotter	Ongoing	Deb Hughes
		• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day (using signage and messages on Plan C).			All classroom staff	Ongoing	Liz Kennedy
		• Issue information to pupils in relation to restrictions on their movement around the site.					
		• Ensure face masks and visors are available to all members of staff who wish to wear these, particularly at the start and end of the day and especially when needing to have a conversation with a parent or family member.			A Cadman G Morgan	ongoing	Amy Cooper
		• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. **As a result, the risk of infection is reduced as pupils and staff arrive at school.**			Cleaning Team	Before 3.9.2020	~~Liz Kennedy~~ Pete Oakes
Poor hygiene practice **– specific – toilet/changing facilities.**	M	• 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	L		Classroom staff as required	ongoing	Amy Cooper

...the historic capital of the Black Country

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
		• Nappies/soiled items to be disposed of in yellow bags. • Staff to follow specific intimate care procedures in line with our school policy. • Any soiled clothes are put into a plastic bag (double bagged) and sent home. **As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.**					
Poor hygiene practice – **specific - end of the school day.**	L	• Issue information to parents about departure procedures, including safe pick-up. (see addition on previous page) • Inform pupils and parents of their allocated times for the end of their school day via Plan C accessed via the website. • Inform pupils and their parents of the allocated exit points and pick up points via Plan C accessed via the website • Ensure face masks and visors are available to all members of staff who wish to wear these, particularly at the start and end of the day and especially when needing to have a conversation with a parent or family member. • Make it clear to parents and pupils (through signage) 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. **As a result, the risk of infection is reduced as pupils and staff leave school.**	L		Amy Cooper A Cadman G Morgan Deb Hughes	Before 3.9.2020 and ongoing ongoing Before 3.9.2020 and ongoing	Amy Cooper Amy Cooper Amy Cooper

...the historic capital of the Black Country

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
Ill health in school.	M	• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	L	M	Amy Cooper	ongoing	Amy Cooper
		• 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.			Deb Hughes Liz Kennedy	Ongoing	Amy Cooper
		• All staff are informed of the procedure in school relating a pupil becoming unwell in school.			Amy Cooper	2.9.2020	Amy Cooper
		• All staff advised of the procedure in school if a member of staff becomes unwell.			Amy Cooper	2.9.2020	Amy Cooper
		• Ensure all staff absences are appropriately recorded.					
		• Any pupil who displays signs of being unwell is immediately referred to Amy Cooper or Liz Kennedy.			Deb Hughes All school staff	Ongoing Ongoing	Amy Cooper Amy Cooper
		• Any staff member who displays signs of being unwell immediately refers themselves to Amy Cooper or Liz Kennedy and is sent home.			All school staff	Ongoing	Amy Cooper
		• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.			All classroom staff	ongoing	Amy Cooper

...the historic capital of the Black Country

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
		- If a pupil needs to use the bathroom, they should use the **disabled toilet** which will be cleaned after use. - Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should 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 work by the supervising adult. If there is a risk of splashing, eye protection should also be worn - The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. - Unwell pupils who are waiting to go home are supervised in the ~~first room of the Nurture Suite~~ SEN Office where they can be at least two metres away from others. - Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. **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.**					

...the historic capital of the Black Country

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.	M	- Classrooms allocated for provision and small adaptations made to to support distancing where possible without compromising safety routes or fire escapes. - Classrooms to be arranged so adults can maintain 2 metre distance from each other, and from children where possible and when circumstances allow. - Classrooms to be arranged to support adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. - Timetable reviewed and refreshed and programme communicated to teachers and staff. - Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms. - Leaders to consider how best to supplement remote education with face-to-face support for pupils. **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.**	L	L	G Morgan A Cadman Liz Kennedy Amy Cooper	3.9.2020 and ongoing	Amy Cooper

...the historic capital of the Black Country

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
A pupil or member of staff is tested and has a confirmed case of coronavirus.	H	In line with government advice: • The rest of the class/group/close contacts should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP). SOP v7 • The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. **As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.**	M	M	Liz Kennedy Amy Cooper	ongoing	Amy Cooper
Insufficient staff to run face-to-sessions for pupils.	L	• Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school . • Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible . • Protocols for staff to inform leaders if they need to self-isolate are clearly in place. • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. **As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.**	L	L	G Morgan A Cadman Liz Kennedy Amy Cooper	ongoing	Amy Cooper

...the historic capital of the Black Country

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
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	L	• Staggered starts to be put in place for break time and lunchtime • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime. • Lunchtime to be staggered for different year groups- see app B • Pupils advised and encouraged not to play contact games at breaktime or lunchtime. • Pupils to be supervised in washing hands before and after lunch. • Tables to be cleaned between year groups using lunchtime facilities. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. **As a result, the risk of infection during unstructured time is reduced.**	L	L	Liz Kennedy Lunchtime supervisors Classroom staff Lunchtime supervisors Kitchen team	3.9.2020 and ongoing	Amy Cooper

...the historic capital of the Black Country

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.	L	• Unnecessary items to be removed from classrooms and learning environments and stored elsewhere where possible. • 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. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open when possible. • Where possible, windows to be opened to provide ventilation. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use. • Shared teaching resources to be cleaned prior to and after use where possible. • 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 (via signage) on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. • Bins to be emptied daily in classrooms. **As a result, the risk of infection to staff and pupils in classrooms is reduced.**	L	L	Class teachers Amy Cotter Cleaning team	2.9.2020	Liz Kennedy Deb Hughes Amy Cooper

...the historic capital of the Black Country

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 pupil behaviour increases the risk of the spread of the infection.	L	• Pupils are reminded of the behaviour policy during the summer break (via sch.life) and 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. **As a result, pupils and staff understand the behaviour policy/individual plans in context.**	L	L	All school staff	Before 3.9.2020 and ongoing	Amy Cooper
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	L	• 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). • Plans should be understood, shared and followed consistently by all staff working with those pupils. • Prepare additional support for 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. **As a result, pupils with complex needs are well supported.**	L	L	G Morgan A Cadman Liz Kennedy Amy Cooper A Johnson	Before 3.9.2020 and ongoing	Amy Cooper

...the historic capital of the Black Country

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
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	• Appropriate planning is in place to support the mental health of pupils returning to school. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. **As a result, pupils with SEND and those concerned about returning to school are well supported.**	L	L	Sue Priest Amy Cooper	Plans in place by 3.9.2020 and ongoing	Amy Cooper
Increased number of safeguarding concerns reported after lockdown.	M	• 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. **As a result, safeguarding remains of the highest priority and practice.**	L	L	Liz Kennedy Amy Cooper	By 3.9.2020 and ongoing	Amy Cooper
Emergency evacuation due to fire etc.	L	• 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. **As a result, social distancing is maintained in the event of an emergency evacuation.**	L	L	Liz Kennedy	By 3.9.2020 and ongoing	Amy Cooper

...the historic capital of the Black Country

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.	L	• 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. • Additional cleaning of regularly touched surfaces including door handles with a disinfectant spray at the end of the lunchtime session. • Wipes/hand sanitiser bottles 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 and toilets). **As a result, high standards of cleanliness are maintained in school.**	L	L	~~Amy Cooper~~ Peter Oakes Lunchtime supervisors Amy Cotter Cleaning team	Ongoing ongoing	Amy Cooper Liz Kennedy Amy Cooper ~~Liz Kennedy~~ Peter Oakes

...the historic capital of the Black Country

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
Contractors, deliveries and visitors increase the risk of infection.	M	- 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 sanitise hands either prior to or on entry to the school site. 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. - Any essential visitors to school (where pupil assessment/ development is deemed essential by the Headteacher) will have their temperature checked and sanitise their hands on arrival. They will be asked (prior to arriving) to wear a face covering and if working physically with a pupil, to wear gloves and an apron. If a visitor arrives without PPE, school will provide this.	L	L	Deb Hughes Amy Cotter Site Manager	Ongoing and adapting in line with PHE advice.	Amy Cooper

...the historic capital of the Black Country

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
		• Refer to Covid 19 Risk Assessment for Peripatetic staff (22.9.20) for all LA agency staff needing to work directly with children. (available in staff room) **As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.**					
Staff mental health and wellbeing affected through isolation or anxiety about coronavirus.	M	• Follow the HSE/ DfE guidance on stress and mental health. Further advice and support • Have regular keep in touch meetings/calls with people working at home to talk about any work issues • Talk openly with staff members about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve staff members in completing risk assessments so they can help identify potential problems and identify solutions • Keep staff members updated on what is happening so they feel involved and reassured • Discuss the issue of fatigue with employees and make sure they take regular breaks.	L	M	Liz Kennedy A Cadman G Morgan	ongoing	Amy Cooper

...the historic capital of the Black Country

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

<p style="text-align:center;">**Crestwood Park Primary School- Plan C**</p>

Preparing for all schools to return in September on a full-time basis using sensible and proportionate control measures that work for our school, our children and our community.

To protect people from harm we must

- revisit and update our detailed risk assessment
- ensure people (adults and children) who are poorly stay at home
- use enhanced cleaning of shared areas and rooms used by different groups of people
- continue to clean regularly touched surfaces during the day
- engage with the NHS track and trace programme via our local 'Public Health England' health protection team

To reduce contact we will

- avoid contact between groups of children where possible
- encourage social distancing between staff
- ask parents to contact school if a member of the household is symptomatic and when tested, inform school of the results of the test

To prevent infection we will

- build the routine of regular hand washing in the school culture
- use covered bins especially for tissues
- use PPE when appropriate (administering first aid, assisting toileting, cleaning up bodily fluids) and ensure this equipment is fully stocked at all times
- send home any adult or child that becomes unwell with symptoms associated with COVID-19 and instruct them to self-isolate for 7 days.

In response to any confirmed infection we must

- contain any outbreak by following local health protection team advice

In response to a local outbreak we must

- work with the local authority and support the measures they may introduce
- have a remote 'home learning' plan in place
- return to Plan A if necessary (where school is open to children of key staff members (if parents have no other option) and vulnerable children).
- have a contingency plan in place if our school needs to be closed completely (Plan D*)

*Plan D

In the event that the local authority ask us to close completely Amy Cooper will send a sch.life message and then start the 'snowline' cascade system to ensure all members of staff receive a phone call to explain the situation in more detail. The level of confidentiality needed will be clearly communicated in the sch.life message.

...the historic capital of the Black Country

What will these control measures look like at Crestwood Park?

In classrooms and other teaching areas we will

- reduce close face to face contact where possible
- make small adaptations to the classroom to support distancing where possible including use of forward-facing desks for children if we feel this is appropriate

In playgrounds and the dinner hall we will

- use staggered breaks to reduce the number of groups using a playground or the hall at any one time

For dropping off and picking up times we will

- ask that children are accompanied by one adult only
- allow a window of 20 minutes at the start and end of the day to allow parents to socially distance from others (8:40am- 9:00) and (3:10- 3:30)
- use classroom doors so that children can enter and exit school without unnecessary contact with others
- use a one-way system to enter and exit the school site

To reduce and control the number of visitors in the building we will

- ask that only one adult is in the 'air lock' at any one time
- ask that parents only visit the school when they have an appointment or in an emergency
- organise contractors and deliveries so spaces are not overcrowded and that access to rooms is via the playgrounds where possible

...the historic capital of the Black Country

- keep a list of visitors on our Inventry (signing in system)
- allow specialists, therapists and other support staff to support children when required but we will make sure they have a large, well ventilated room in which to work

In shared staff areas we will

- plan how to use them safely whilst ensuring all staff are able to have a break and can access equipment when required.

To support our school community, we will be particularly aware of

- children that travel to school using public transport and direct parents to the 'safer travel guidance for passengers'
- children that are shielding and for these we will offer immediate access to remote education and monitor engagement with this
- staff, children or family members from BAME backgrounds or who those have certain conditions such as obesity or diabetes
- children who are 'newly vulnerable' because of the lockdown or a COVID-19 related trauma such as bereavement

To support children's regular attendance in school we will

- resume our usual school rules for attendance
- record attendance and follow up absence
- issue sanctions where necessary
- communicate these messages to parents

To support children who are anxious about returning to school we will

...the historic capital of the Black Country

- share our plans with families as soon as possible and reiterate messages over the summer holiday
- maintain 'checking in' contact with families who have expressed concerns, or those that schools have concerns about

To support our school staff we will

- explain the measures in place and involve staff in the process of agreeing the measures
- give staff time to discuss the measures and ask questions if needed
- share contact details for the Education Support Partnership helpline for school staff
- discuss foreign holiday plans with staff to ensure they can adhere to possible quarantine measures if necessary and also be available to work from September 2nd

To help all our children settle and return to full time learning we will

- return to our usual uniform policy
- resume the teaching of our broad and ambitious curriculum whilst creating time to cover the most important missed content
- ensure our pastoral team have more time available to support children and families in September
- direct support staff to those children who we feel have fallen furthest behind
- ensure that our Reception teachers assess and address gaps in language, early reading and mathematics and also consider how all children can be given additional opportunities to learn outdoors
- use the guidance issued by the Education Endowment Foundation to help us deliver effective interventions
- engage in the Government's National Tutoring Programme
- engage in the Whole School SEND Consortium INSETS and webinars on supporting pupils with SEND
- use pastoral activities to support the rebuilding of friendships and social engagement, respond to issues related to coronavirus, support physical and mental wellbeing and support reengagement with education
- engage with our school nurse and other local services to support our children on their return
- remind children of our high expectations for behaviour

...the historic capital of the Black Country

To support children's physical health and the teaching of PE, we will

- ensure all children have daily access to our mile track
- keep children in consistent teaching groups for pe lessons
- clean equipment in between use by different groups
- avoid contact sports
- prioritise outdoor sports
- read and consider the guidance issued by Sport England, the Association for Physical Education and the Youth Sports Trust

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-stressParents: 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

...the historic capital of the Black Country

- Financial support: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care
- Exceptional costs: https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020
- Reducing burdens: https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings
- Social distancing: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings
- PPE: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe

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

...the historic capital of the Black Country