Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools UPDATED 5th November 2020 for   Lightmoor Village Primary School

Assessment conducted by: Jane Siddons and Peter Jones	Job title: Headteacher	Covered by this assessment: **Lightmoor Village Primary School**
Date of assessment:13.7.20 (last amended 28.04.21)	Date of next review: May 2021	This document was written on 13.7.20 the newest format (amended on 04.03.21)

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. #
- Staff and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This 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.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
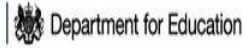
Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The 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

	Head Teacher Sign ………………………………………………… Date ……………………………………… Chair of Governors sign …………………………………………………… Date ………………………………………						
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	medium	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, PHE, Telford & Wrekin Council advice 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, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	low	low	JS/PJ	05.03.21	yes
Poor communication with parents and other stakeholders	low	• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Head teacher to share risk assessment with all staff/governors	low	low	As above	As above	yes

			• Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	low		• 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 ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ Business Continuity/Resilience • 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 **https://www.hse.gov.uk/riddor/** ➤ The Health Protection (Notification) Regulations 2010 http://www.legislation.gov.uk/uksi/2010/659/contents/made ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' **https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities** ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' https://www.gov.uk/coronavirus/education-and-childcare	low	low	As above	As above	yes

		• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • A comprehensive and current list of key staff members available each day • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.						
Clinically Extremely vulnerable (High risk) individuals	Medium	Individual risk assessment to be completed/reviewed for staff in CEV category exposure to Coronavirus **Staff –** Advice for those identified as clinically extremely vulnerable through the defined 3 ways published on 25th February 2021 HR guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. Staff who are defined as clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work until at least the 31st March	low	low	As above	As above	yes

		<mark>See amended guidance and individual risk assessment for staff that are CEV</mark> **Pupils –** As from 25th February 2021 clinicians have reviewed all children and young people who were initially identified as clinically extremely vulnerable to confirm whether they are still thought to be at highest risk. Pupils that have been identified as CEV and they will be asked to shield again and should not attend school.						
Clinically Vulnerable staff	medium	Individual risk assessment to be completed/reviewed for clinically vulnerable staff and pupils Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced Clinically vulnerable staff can continue to attend school. While in school they should follow the control measures the school has put in place to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of government guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. **Pregnancy** - pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination	low	low	As above	As above	yes

		See further guidance and risk assessment for individuals that are at higher risk due to COVID					
Testing of staff and pupils	Medium	The asymptomatic testing programme in education currently covers all staff at school and pupils – see further details in LFT testing in secondary/primary or special schools. NHS Test and Trace — Department for Education **Rapid COVID-19 testing** 		Where	When
Staff in primary schools	At home	
Students in secondary schools and colleges	Initial 3 tests at school or college, then at home	
Staff in secondary schools and colleges	At home	Twice weekly
Staff in special schools and alternative provision	At home	
Staff and students in university	At university	
Nursery staff (school-based and maintained)	At home	
Nursery staff (private and independent)	At home	Twice weekly from late March | See Appendix 1 Risk Assessment for Rapid Testing for Primary and Nursery staff.	Low	Low	As above	As above	yes
Poor hygiene practice in school - **General**	medium	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective.	low	low	As above	As above	yes

		Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents Points to consider and implement: • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms and shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • Ensuring that you understand contact time for cleaning chemicals • That any cleaning chemical is appropriate for the task being used for • Undertake a COSHH assessment if using new products					
Hand Hygiene	medium	Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including : • when they arrive at school, • when they return from breaks, • when they change rooms • before and after eating. • school has enough hand washing and hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	low	low	As above	As above	yes

		• supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • school has built these routines into school culture					
Poor hygiene practice – **specific – school entrance**	medium	• Clear signage in place regarding social distancing • Barriers/screens and masks to be used by reception staff when dealing with parents/visitors/contractors • Remove screen signing system, receptionist to have a written log of visitors/contractors • Visitors will be restricted to those that are absolutely necessary. All visitors will wear a mask before entering the building and for the duration of their visit unless there is a medical reason not to. • Areas touched to be wiped down • Discourage parents from entering the school building • Reduce the amount of people accessing reception area at any one time • Rearrange/remove furniture in reception area to facilitate social distancing. • Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the school reception area • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, reception staff are protected.	Low	Low	As above	As above	yes
Poor hygiene practice – **general**	medium	• Posters are displayed at the entrances 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)	low	low	As above	As above	yes

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		- Pupils to wash their hands with soap or use hand sanitiser before and after break times and lunchtimes for no less than 20 seconds - School to use the E-Bug material **https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=e-Bug%20Lesson%20Pack** - Arrange for School nurse to provide hand wash demonstrations - Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, Catch it, Bin it, Kill it - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. - Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors - Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance - Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas - Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas - Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils - All utensils are thoroughly cleaned before and after use				

		• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly • Follow T&W cleaning in school guidance As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – **specific – office spaces.**	medium	• administrative staff practice social distancing and work in separate office spaces • Ensure distancing is maintained between desks • Main office area will be limit the amount of staff entering – emergencies only • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Each individual responsible for wiping down equipment such as printers • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, office practice in office spaces limits the risk of the spread of any infection.	low	low	As above	As above	yes
System of Controls - **Prevention**	medium	**Prevention** ==**Prevention You must always**:== ==1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.== ==2) Ensure face coverings are used in recommended circumstances.== ==3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.==	low	low	As above	As above	yes

		4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. **In specific circumstances:** 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available **Numbers 1 to 5, and number 8, must be in place in all schools, all the time.** Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances					
System of Control - **Responsive**	low	**Response to any infection** 10) Promote and engage with the NHS Test and Trace process. Manager to advice Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advice Health Protection hub via email of positive staff. Complete online form to assist with contact tracing	low	low	As above	As above	yes

				low	low	As above	As above	yes

<table>
<tr><td></td><td></td><td>https://www.telford.gov.uk/testandtrace

12) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Poor hygiene practice – **specific - spread of potential infection at the start of the school day.**</td><td>low</td><td>In line with government advice:

Review your staggered start of day times to keep groups apart as they arrive. This should not reduce the teaching time. Communicate to parents/carers;
- Drop off and collection process
- Not to gather at gates
- Not to come on site without an appointment

- 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- varies for different groups.
- Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival
- Pupils to be supervised in accessing hand-washing/sanitising facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</td><td><u>low</u></td><td><u>low</u></td><td><u>As above</u></td><td><u>As above</u></td><td><u>yes</u></td></tr>
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		- All staff to wash hands on arrival in school - Make it clear to parents and pupils that they cannot congregate at the entrances prior to the start of the school day - Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport - Issue information to pupils in relation to restrictions on their movement around the site - Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. - Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority - Parents and school staff will wear masks at the gates before and after school and in all communal areas outside of their bubble. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice **– specific – toilet/changing facilities.**	low	- Staff to wear additional PPE when supporting pupils with toileting routines –mask, gloves, apron (see PPE guidance for schools) - All changing surfaces to be cleaned before and after each use - Nappies/soiled items to be disposed of in yellow bags - Staff to follow specific intimate care procedures-additional policy - Any soiled clothes are put into a plastic bag (double bagged) and sent home.	low	low	As above	As above	yes

		• Restrict numbers of children using the toilets to ensure 2m social distancing is maintained • Provide paper towels instead of blow dryers (less risk of aerosol) • Prop doors open where possible to reduce hand contact surfaces • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 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.**	low	<mark>Review your staggered start of day times to keep groups apart as they arrive. This should not reduce the teaching time. Communicate to parents/carers;</mark>
		    • <mark>Drop off and collection process</mark>
		    • <mark>Not to gather at gates</mark>
		    • <mark>Not to come on site without an appointment</mark>
		
		• Issue information to parents about departure procedures, including safe pick-up
		• Inform pupils and parents of their allocated times for the end of their school day
		• Inform pupils and their parents of the allocated exit points and pick up points
		• Make it clear to parents and pupils that they cannot congregate at the exit points/gates 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
			low	low	As above	As above	yes

		and pupils of restrictions and plans relating to school transport and potential road closures. • Parents and school staff will wear masks at the gates before and after school and in all communal areas outside of their bubble. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, the risk of infection is reduced as pupils and staff leave school.					
Use of equipment	Medium	Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either: • Clean it before it is moved between bubbles • Allow them to be left unused for a period of 48 hours (72 hours for plastics) You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either: • Restricted to one user	Low	Low	As above	As above	yes

		• Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers. Pupils should limit the amount of equipment they bring into school each day, including essentials such as: • Lunch boxes • Hats and coats • Books • Stationery • Mobile phones					
Ill health in school.	medium	Staff are informed of the symptoms of possible coronavirus infection, ➢ A high temperature ➢ A new continuous dry cough ➢ A change to their normal sense of taste or smell (anosmia) ➢ Children may also display gastrointestinal symptoms They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). Schools should use the notification form to notify the HPH of any positive cases within staff members. • Staff who don't have the symptoms above but have other symptoms such as headache /sore throat/aches	low	low	As above	As above	yes

		and pains/ feeling very tired for no good reason/ runny nose/ sneezing etc can book a PCR test by selecting the option " local Authority required me to test" If schools doesn't have its own Rapid testing facility then **asymptomatic** staff members can book a rapid test using this link below. This can be done weekly http://orlo.uk/Y5LBC If a member of staff or child becomes unwell they will be sent home straight away and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Complete the school notification form and send to HealthProtectionHub@telford.gov.uk If a child is waiting to be collected then they are to be removed from contact with others and placed in a safe area until collection (isolation room – Hall) Medical face masks and gloves available in each classroom, medical room and isolation room. • Engage with the NHS Test and Trace process. • Manage confirmed cases of coronavirus (COVID-19) amongst the school community. • Contain any outbreak by following local health protection team advice. These points must be followed in every case where they are relevant					

Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	medium	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Review your bubble sizes and how you manage them throughout the school day. Bubble sizes should be kept as small as possible Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: • children's ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) Things that should be considered include: • use of seating plans to ensure that you can identify contacts. Pupils should keep to the allocated seat wherever possible • Mark 2m around the staff member's desk and teaching area. This acts as a good cue to all to remind of the 2m social distance that is needed. • Look at staff room layouts and organise to ensure that 2m social distance can be maintained.	Low	Low	As above	As above	yes

		• Think about location of shared use equipment such as photocopiers and laminators etc. to ensure that they have 2m social distance around them. • Staggered start and finish times to reduce congestion at entrances and school gates • Management of pupils in and out of classrooms and communal areas • Management of any exam situations					
Mental Health and Wellbeing for pupils	medium	We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective. The government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school. Local authorities have received funding to employ skilled staff to deliver the training to schools and provide ongoing advice and support from the autumn until March 2021.	low	low	As above	As above	yes
Face Coverings	Medium	Ensure where there is a need for face coverings in the school the control is implemented There should be a process for when face coverings are worn within school and how they should be removed. Safe wearing of face coverings requires the; • Cleaning of hands before and after touching, this includes removal and putting on • Safe storage of them in individual, sealable plastic bags	Low	Low	As above	As above	yes

		• Staff are required to wear medical grade face masks when administering first aid or medicine • Disposable face masks should be changed every 2 hours or more often if they get wet. Children in primary school do not need to wear a face covering. This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. When face coverings become damp, it should not be worn, and the face covering should be replaced carefully You must instruct pupils to; • Not touch the front of their face coverings during use or when removing it • Dispose of temporary face coverings in a black bag waste bin (not recycling bin) • Place reusable face covers in a plastic bag and take them home with them • Wash their hands again before heading to classroom Exemptions -Some individuals are exempt from wearing face coverings. Ensure there are sufficient waste bins located around the school for disposal of face masks and face covers See further advice in the Face Coverings guidance					

		You should have a small contingency supply available for people who: • are struggling to access a face covering • are unable to use their face covering as it has become damp, soiled or unsafe • have forgotten their face covering					
A pupil is tested and has a confirmed case of coronavirus.	low	• We will follow guidance from the Health Protection Hub In line with government advice: Follow guidance from the Test and Trace team in the Health Protection Hub School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • travelling in a small vehicle, like a car, with an infected person School will provide definitive advice on who must be sent home. Schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (e.g. nurture, lunchtime support staff) • Headteacher works with HPH team to manage the ongoing situation	low	low	As above	As above	yes

		• HPH assists school with control of outbreak communication of situation as needed. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.					
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	low	• Online learning resources should be set up and ensure all pupils have access should a bubble be forced to close • The headteacher/ SENDCo liaises with the relevant personnel to ensure adequate provision is in place for all • In the event of a bubble needing to close pupils to be able to work effectively in school, e.g. learning support. Oak Academy to be used to set work if children in a bubble are unable to attend school • For individuals or groups of self-isolating pupils, remote education plans should be in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#res	low	low	As above	As above	yes
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	low	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Keep movement around the school to a minimum. Brief passing in corridors or playground is low risk. Avoid creating busy corridors, entrances and exits by; • Staggered start and finish times Staggered break and lunch times	Low	Low	As above	As above	yes

		Review your arrangements for break times and lunch times/.Things that should be considered include • Ventilation of any dining hall or canteen • One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. • Allocated outdoor areas for each year group to be identified for break time and lunchtime • Lunchtime/breaks to be staggered for different year groups • Pupils advised not to play contact games at break time or lunchtime. Ball games should be kept within the bubble and shared outdoor equipment to be prohibited • Pupils to be supervised in washing hands before and after lunch • Lunch will be served to the children in their classroom bubbles reduce movement and maintain social distancing – Tables must be cleaned prior to lunch • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	low	We will follow our Master Risk Assessment for return to school – phase one and review all controls we previously applied to ensure they are still effective. • Review your bubble sizes and how you manage them throughout the school day. • Ensure where there is a need for face coverings in the school the control is implemented	low	low	As above	As above	yes

		- Review any equipment that is frequently used and how it is cleaned after use - Ensure you are applying the 2m social distancing in all areas of the school - Review ventilation within the school - We will seat pupils side by side, not face to face or side on in years 2-6 - We will stagger movement around classroom - Staff will maintain social distancing - Individual equipment such as pens and pencils will be allocated for each pupil. These items will be cleaned daily. - Shared equipment such as PE, books, toys, art, science etc will be cleaned in between use and where possible isolated for 48-72 hours - During a lockdown situation, reading books and educational resources will not be sent home with pupils - Ideally, adults should maintain 2 meter distance from each other, and from children. This may not always be possible with younger children or children with complex needs - HLTAs, some teaching assistants and lunch time supervisors will move between certain year groups, they should try and keep their distance from pupils and other staff as much as they can - When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in class-sized groups - Staff will wear masks in all communal areas outside of their bubble and if they're meeting parents or outside visitors and any close contact with children not in their bubble during the day. - We will make small adaptations to the classroom including seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of				

		classrooms to make more space. This may not always possible in Year R and 1 but it will be adhered to as much as possible. • We will not have large gatherings such as assemblies					
Music Lessons	low	We note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We will; • Play/sing outdoors where possible • Limit group sizes to no more than 15 • Position pupils back to back or side to side • If indoors, consider limiting the numbers to account for ventilation of space and the ability to social distance • If indoors use a room with as much space as possible, for example, larger rooms; rooms with high ceilings to ensure good ventilation H • Handwashing – increase before and after handling instruments • Avoid sharing of instruments – Place name labels on equipment to help identify the designated user. If instruments and equipment have to be shared, disinfect regularly (including any cases, handles, props, chairs and music stands) and always between users. Music scores, parts and scripts should be individual use	low	low	As above	As above	yes
Physical Activities	low	• Outdoor sports will be prioritised where possible and large indoor spaces will be used where it is not possible to ensure distance and maximise natural ventilation flows (through opening windows and doors. • Scrupulous attention will be given to cleaning and hygiene equipment after use.	low	low	As above	As above	yes

		We have used the following advice: • [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grass root sport • advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)						
Breakfast club/After school provisions	medium	From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance. Review any Wrap around care and extra curriculum activities - can they take place safely • We will keep to school year bubbles on tables, serve to tables, disposable but compostable plates, cutlery. • All tables will be cleaned before and after the session • We will limit numbers to 20 • We will be cautious and seek information about any wraparound providers • There will be no contact sport	low	low	As above	As above	yes

		Schools can consult the guidance produced for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</u>					
Access to learning from home is available in the event of a bubble needing to close	low	• The Headteacher/ Deputy Head liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on remote education support.	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Poor pupil behaviour increases the risk of the spread of the infection.	low	• Pupils are reminded of the behaviour policy on their return to school (policy amended to reflect Covid19 -addendum displayed on website and shared with all staff) • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. • Follow T&W PPE guidance	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>
Pupils with complex needs are not adequately prepared for	low	• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. Schools will also monitor engagement with this activity	<u>low</u>	<u>low</u>	<u>As above</u>	<u>As above</u>	<u>yes</u>

a return to school or safely supported.							
Vulnerable pupils and pupils with SEND do not receive appropriate support.	low	• We have appropriate planning is in place to support the mental health of pupils returning to school • We have agreed 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.	low	low	As above	As above	yes
Increased number of safeguarding concerns reported after lockdown.	low	• 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. • Follow T & W issued guidance for safeguarding As a result, safeguarding remains of the highest priority and practice.	low	low	As above	As above	yes
Adequate Ventilation	Low	**Keeping occupied spaces well ventilated** Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including: • Mechanical ventilation systems, should be adjusted to increase the ventilation rate. Check that normal operation meets current guidance and that only fresh outside air is circulated	Low	Low	As above	As above	yes

		<mark>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air</mark> <mark>Review ventilation within the school</mark> <mark>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus out break https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</mark> <mark>And</mark> <mark>CIBSE - CIBSE - Coronavirus COVID 19</mark> <mark>Provide more information</mark> <mark>See further information in T&W Ventilation guidance</mark> Increase as much as possible fresh outdoor air by opening windows and doors. When weather is cooler - open for between 5 minutes at hourly intervals. • Open a number of windows, sky lights or doors to create cross flow of natural air in order to improve the natural ventilation and be more effective. • Consider using any upper windows to increase the natural ventilation and reducing the impact on users • Consider the windows and doors that you are opening and if doing so poses a safety or security risk to children using the facility they should not be opened unless supervision can be maintained at all times.				

		• Decrease occupancy in areas where natural ventilation cannot be increased					
Emergency evacuation due to fire etc.	low	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Practice fire drill completed in first week • 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.	low	low	As above	As above	yes
Cleaning is not sufficiently comprehensive.	low	Follow Master Risk Assessment for Return to school in phase one & two and review all controls you previously applied to ensure they are still effective. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Points to consider and implement: • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: • more frequent cleaning of rooms / shared areas that are used by different groups • <mark>Allow time for cleaning surfaces in dining hall between groups if in use</mark> • frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • encourage pupils to wash hands thoroughly after using the toilet	low	low	As above	As above	yes

			See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](). Review what cleaning products you use, know the contact time of the products and ensure the products are appropriate for the task. Review any equipment that is frequently used and how it is cleaned after use					
Contractors, deliveries and visitors increase the risk of infection.	low		• All visitors/contractors will be restricted to those that are absolutely necessary. All contractors to be checked to ensure that they are essential visitors prior to entry to the school – gain individual risk assessments from company • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors will wear a mask before entering the building and for the duration of their visit unless there is a medical reason which prevents this. • All contractors will be asked to scan the test and trace QR code when they arrive, using the NHS COVID-19 app and leave a contact telephone number when signing into the building • All contractors/visitors to wash hands/use the sanitising station located at the main entrance on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All contractors are to complete the track and trace • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site.	low	low	As above	As above	yes

		• 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. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					
Professional Visitors	low	• All visitors will be restricted to those that are absolutely necessary. All visitors to be checked to ensure that they are essential visitors prior to entry to the school • Pre questionnaire completed by professional visitor • Agree arrival and departure times with professional visitor to ensure that there is no contact with staff or pupils • All professional visitors to wash hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities • All visitors to wear a mask before entering the building and for the duration of their visit unless there is a medical reason which prevents this. • All visitors to scan the test and trace QR code when they arrive, using the NHS COVID-19 app and leave a contact telephone number when signing into the building • All areas in which Professional visitor work are cleaned in line with government guidance • Visitors will see individual pupils outside of classroom (hall)	low	low	As above	As above	yes

		• Professional visitors to bring own food, drink and utensils onto site. • Professional visitors to be responsible for cleaning their own equipment and personal belongings As a result, any professional visitors are kept safe and the risk to other members of the school is minimised.					
Transport	Low	Follow the transport guidance The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important, wherever it is possible, that: • social distancing should be maximised within vehicles • children either sit with their 'bubble' on school transport, or with the same constant group of children each day • children should clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles is put in place • organised queuing and boarding is put in place • through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).	Low	Low	As above	As above	yes
Educational Visits	low	Following national guidance; • No overnight or overseas educational visits	low	low	As above	As above	yes

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		• Non-overnight domestic educational visits will resume when we feel it is safe. • Pupils to be kept to the school bubbles • Destination must be COVID-secure					
Contingency Plans	Low	For individuals or groups of self-isolating pupils, remote education plans are in place. These meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on remote education support. Remote learning policy can be found on the schools website https://lightmoorvillageprimary.co.uk/	Low	Low	As above	As above	yes

Capacity and organisation of teaching spaces, Staffroom and offices
Each class will be in their own room with their own staff .Social distancing will take place as much as possible. Some staff will have to move around some bubbles, we will limit this to the minimum. Children will have their own stationary bag except years R and 1 who will have their equipment cleaned twice a day.

Arrival to and departure from school, Movement around the school, Pupil expectations
We have specific arrival and departure times and play areas and allocate toilets. The dining room is still out of use for lunch service. Lunch will be eaten in classrooms after cleaning tables before and after. Behaviour will be explained to children but our normal behaviour rules apply too. Parents will wait outside the school building.
5 minute gate times will ensure bubbles are separated. Parents and school staff will wear masks at the gates before and after school. Staff will wear masks if they have to enter another bubble and in all communal areas outside of their bubble. Masks should also be worn if they're meeting parents or outside visitors and any close contact with children not in their bubble during the day.

Classroom allocations, Timetable arrangements, Classroom expectations
One class per room, staggered days and breaks. No children to come out of room for any reason other than toilet breaks.

Class Equipment
Each class bubble will have their own play equipment box for break/lunchtimes, these will be fully cleaned after each session. Any PE equipment used within the bubble will be thoroughly cleaned after the session. Any laptops, IPads or ICT equipment used by the class bubble will be cleaned fully after use.

Role of teaching assistants
Allocated to each bubble. HLTAs and some teaching assistants and senior staff will work in no more than one bubble per day if it is unavoidable.

Break time plan, Lunchtime plan
Separate times, allocate areas, lunch in rooms, allocated LTS with normal bubble staff. Staff room strictly maximum 4 in the room at any one time.

Catering staff
Stay in kitchen, reduced menu as discussed with T and W.

Cleaning
As normal, extra clean of toilets and pinch points such as door handles at lunch time by senior staff.

Toilets

Allocated to bubbles. No more than two children of the same bubble in the toilets at any one time, no mixed bubbles. Hand washing can take place in classrooms.

First Aid/medical
Most first aid will be attended to outside with the class first aid kit by the TA/Teacher/LTS in the classroom or outside, staff will wear PPE. Any more serious issues with be dealt with wearing PPE in the first aid room. All medical procedures for children with personal needs will be dealt with using PPE including diabetic monitoring and injections.

Children who have toileting accidents will change themselves after parents /carers have been contacted to provide clean clothes if required. The school will not supply clothing. Looked after children will have their own risk assessment.

Use of hall
Lettings will not take place unless the school is completely satisfies that all health and safety procedures are in place .The adult toilets will not be used by anyone except school staff. We will liaise with BVT in this regard. The hall will be used for any profession visitor meeting to take place to avoid entry into the main school building where classes are located.

Transport
n/a

Useful links;

- Guidance for full opening of school: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- Guidance for full opening: Special schools and other specialist settings: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Actions for school a during the coronavirus outbreak: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Providing free school meals during coronavirus: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate