



Coronavirus (COVID-19): Risk Assessment Action Plan for Full opening of schools from the beginning of the Autumn Term (Phase 2)

for Holmer Lake Primary school

Assessment conducted by: Mrs Bishton Mr Demmerling	Job title: Acting Head of School until August 31 st 2020 / Interim Headteacher for the Autumn term / School Business Manager	Covered by this assessment: Staff, children and Visitors to Holmer Lake Primary School site
Date of assessment: 14 th July 2020	Date of next review: September 2020	This document was written on 14 th July 2020 and you must ensure you are completing the newest format

The sole purpose of this risk assessment is to support schools 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**

- 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 – Sent to all staff including Chair and Vice chair of Governors for consultation 15.7.20**
- 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.
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	M	Follow Master Risk Assessment for Return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Poor communication with parents and other stakeholders	M	Follow Master Risk Assessment for Return to school – phase one and review all controls you previously applied to ensure they are still effective	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Lack of awareness of policies and procedures	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mr Demmerling		Confer with Chair / Vice Chair of Governors
Extremely clinically vulnerable (High risk) individuals	M	<ul style="list-style-type: none"> Individual risk assessment to be completed for staff in high risk category exposure to Coronavirus (COVID – 19) GUIDANCE SET TO CHANGE ON 1ST AUGUST 	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors

Clinically Vulnerable staff and pupils	M	<ul style="list-style-type: none"> Individual risk assessment to be completed for 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 (COVID – 19) <p>GUIDANCE SET TO CHANGE ON 1ST AUGUST</p>	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Poor hygiene practice in school - General	M	<p>Follow master Risk Assessment: for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> Pupils and staff to wash hands on entry to school The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine Continuation of regular wipe down cleaning with anti viral spray and wipes – table tops, touch points, banisters. Lunchtime toilet cleans to continue. Twice daily rubbish collection with tied bin bags. 	L Some pupils will be M	L M for pupils who refuse to wash their hands, parents will be called to assist and until such time pupils will not be permitted to mix in their bubble	Mr Demmerling/ SMT Mrs Churm		Confer with Chair / Vice Chair of Governors
Hand Hygiene	M	<p>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 :</p> <ul style="list-style-type: none"> when they arrive at school, when they return from breaks, when they change rooms before and after eating. 	L	L M – as above	Mr Demmerling All school staff		Confer with Chair / Vice Chair of Governors

		<p>Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • 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 • building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 					
Poor hygiene practice – specific – school entrance	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mrs Churm		Confer with Chair / Vice Chair of Governors
Poor hygiene practice – specific – office spaces.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mrs Churm		Confer with Chair / Vice Chair of Governors
System of Controls - Prevention	H	<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	L	L	Mr Demmerling Mrs Churm All school staff		Confer with Chair / Vice Chair of Governors

		<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>Returning pupils to have the e-bug lessons to explain the expectations around hand washing. Class bubbles in place, no mixing. Assemblies to run via teams. Staggered plan and lunch times. Staff to remain socially distanced from each other and pupils. Parent reminders to be continually shared.</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances – e.g. where there is a suspected case and it is not possible to keep a 2 m distance from the child.</p>					
System of Control - Responsive	M	<p>7) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors

		<p>Detailed protocol in place sent by the Local Authority and in the C-19 SMT resource folder.</p> <p>9) contain any outbreak by following health protection hub and PHE advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant</p>					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mr Demmerling Mrs Churm All school staff		Confer with Chair / Vice Chair of Governors
Poor hygiene practice – specific – toilet/changing facilities.	H	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	All school staff		Confer with Chair / Vice Chair of Governors
Poor hygiene practice – specific - end of the school day.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	All school staff		Confer with Chair / Vice Chair of Governors
Ill health in school.	H	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> ➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature) ➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they 	L	L	Mr Demmerling Mrs Churm All school staff		Confer with Chair / Vice Chair of Governors

		<p>usually have a cough, it may be worse than usual)</p> <ul style="list-style-type: none"> ➤ A change to their normal sense of taste or smell (anosmia) ➤ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub <p>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 for at least 7 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 14 days from when the symptomatic person first had symptoms. Complete the school notification form and send to HealthProtectionHub@telford.gov.uk</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	M	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>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:</p> <ul style="list-style-type: none"> • children's ability to distance 	L	L	Mr Demmerling All school staff		Confer with Chair / Vice Chair of Governors

		<ul style="list-style-type: none"> the lay out of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>One way system to be maintained to allow pupils to access school hall for indoor PE.</p>					
Mental Health and Wellbeing for pupils	M	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Parents and pupils who have not yet returned to school have been invited to complete an online survey designed to assess which children / families will require additional support. Mrs Hall has been collating and reviewing these directly.</p>	M	M	<p>Mr Demmerling Miss Gears Mrs Hall</p>		<p>Confer with Chair / Vice Chair of Governors</p>
A pupil is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> Follow guidance from the Test and Trace team in the Health Protection Hub 	M	M	<p>Mr Demmerling Mrs Churm</p>		<p>Confer with Chair / Vice Chair of Governors</p>
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	M	<ul style="list-style-type: none"> Minimise contact with staff and pupils Maintain social distancing <p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective</p>	M	L	<p>Mr Demmerling Mrs Churm</p>		<p>Confer with Chair / Vice Chair of Governors</p>
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p>	M	M	<p>Mr Demmerling All school staff</p>		<p>Confer with Chair / Vice Chair of Governors</p>

<p>Spread of infection in classrooms/shared areas.</p>	<p>H</p>	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <ul style="list-style-type: none"> • Bubbles can be up to the size of a class / year group or where possible try to keep the bubbles as small as practicable. • Seat pupils side by side, not face to face or side on – careful placing of EYFS children needs to be undertaken. • Stagger movement around classroom • Staff to maintain social distancing • Individual equipment such as pens and pencils allocated for each pupil • Allocate items such as books/toys to bubbles, to avoid mix use • Shared equipment such as PE, art, science etc should be cleaned in between use and where possible isolated for 48-72 hours • Ideally, adults should maintain 2 metre distance from each other, and from children. This may not always be possible with younger children or children with complex needs • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups • 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 • avoid large gatherings such as assemblies • adapt timetables to avoid creating busy corridors <p>Working across bubbles / Cover supervisors / PE coaches / Additional support staff</p>	<p>M</p>	<p>M</p>	<p>Mr Demmerling Mrs Churm All school staff</p>	<p>Confer with Chair / Vice Chair of Governors</p>
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		<i>Guidance supports adults working across bubbles to ensure the provision for board curriculum and to meet pupils specific needs .</i>					
Music Lessons	H	<p>Schools should 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.</p> <ul style="list-style-type: none"> • Play/sing outdoors where possible • Limit group sizes to no more than 15 • Position pupils back to back or side to side <p><i>Miss Prentice to offer specific guidance for staff for the delivery of music lessons in school.</i></p>	L	L	Miss Prentice		Confer with Chair / Vice Chair of Governors
Physical Activities	M	<ul style="list-style-type: none"> • Outdoor sports should be prioritised • Scrupulous attention to cleaning and hygiene <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • 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 <p><i>Master risk assessment outlines measures – this will be reviewed continually as numbers increase. PE overview has been re planned to take into account measures for more pupils returning. Additional equipment has also been ordered for the Autumn term.</i></p>	L	L	Sporting providers		Confer with Chair / Vice Chair of Governors
Breakfast club/After school provisions	M	<ul style="list-style-type: none"> • Where possible keep to school bubbles • If not smaller consistent groups • Limit number of wraparound providers <p><i>Master risk assessment outlines measures – this will be reviewed continually as numbers increase.</i></p>	L	L	Mr Demmerling Sporting providers		Confer with Chair / Vice Chair of Governors

		<ul style="list-style-type: none"> No contact sport Adapt menu to limit risk Adapt equipment – e.g. disposable plates <p>Decision made to not run breakfast and after school clubs for the first two weeks. This will be reviewed.</p>					
Poor pupil behaviour increases the risk of the spread of the infection.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	M	M	Mr Demmerling Miss Gears Mrs Hall All school staff		Confer with Chair / Vice Chair of Governors
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	M	<ul style="list-style-type: none"> Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity – where there are children with significant learning difficulties, we will ensure that they are well prepared to return. Transition plans have been written for each class and then broken down for specific pupils. 	M	M	Mr Demmerling Miss Gears Mrs Hall		Confer with Chair / Vice Chair of Governors
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> 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. <p>Transition plans have been written for each class and then broken down for specific pupils. As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	M	H	Mr Demmerling Miss Gears Mrs Hall		Confer with Chair / Vice Chair of Governors
Increased number of safeguarding concerns reported after lockdown.	H	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	M	H	All DSL		Confer with Chair / Vice Chair of Governors

Emergency evacuation due to fire etc.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Cleaning is not sufficiently comprehensive.	M	<p>Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Additional hours have been offered to lunchtime supervisors and Mrs Churm will be creating a cleaning checklist for them to work to.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • 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 <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p>	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Contractors, deliveries and visitors increase the risk of infection.	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	M	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors

Professional Visitors	M	Follow Master Risk Assessment for return to school – phase one and review all controls you previously applied to ensure they are still effective.	L	L	Mr Demmerling Mrs Churm		Confer with Chair / Vice Chair of Governors
Transport	N/A	Follow the transport guidance					
Educational Visits	H	<ul style="list-style-type: none"> No overnight or overseas educational visits Non-overnight domestic educational visits can resume Pupils to be kept to the school bubbles Destination should be COVID-secure <p>Risk assessments for establishments to be requested and signed off. School risk assessments to ensure that C-19 measures are in place.</p>	M	M	All EVCs		Confer with Chair / Vice Chair of Governors

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

Capacity and organisation of teaching spaces, Staffroom and offices

- **Full class bubbles will be in operation and kept separate.**
- **Staffroom still to practice social distancing where possible.**
- **Restricted access to the office to continue, staff desks socially distanced.**

Arrival to and departure from school, Movement around the school, Pupil expectations

- **Staggered start/finish time revised but still in place**
- **Minimal movement through corridors**
- **Limited numbers of children using toilets at the same time**

Classroom allocations, Timetable arrangements, Classroom expectations

Role of teaching assistants

- **Continued assistance to class teacher for cleaning/ensuring children wash hands regularly**

Break time plan, Lunchtime plan

- **Revised plans but still ensuring social distancing between bubbles**

Catering staff

- **Reduced menu (packed lunch in the first instance) compostable trays instead of plates to reduce touch points**

Cleaning

- **Regular cleaning by classroom staff at points during the day**
- **Collections of rubbish during the day to avoid build up of paper towels from hand washing**

Toilets

- **Additional toilet cleaning during the day by additional staff employed to clean.**

Transport

- **N/A – no school transport provided**
- 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