

## The Mercian Trust

Assessment conducted by: Christina Haydock  (Reviewed and amended for Queen Mary's high school by Ruth Tindall)	Job title: Operations and Business Director The Mercian Trust Deputy Head Teacher	Covered by this assessment: <b>Queen Marys High School</b>
Date of assessment :10.09.20	Date of next review: Ongoing	

The sole purpose of this risk assessment is to support schools in preparing for full school opening in September 2020, **whilst 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 must be consulted with regard to this risk assessment.

This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.

Additional information and considerations for leaders is given in the 'Reopening of Schools (Final)' discussion document.

For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below,

[Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Guidance-for-full-opening-schools](#) 02 July 2020

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.
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	Impact/Severity	Likelihood	Responsible person	Planned Completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	M	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> </ul> <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p>	H	L	Head Teacher	01/09/2020	
Poor communication with parents and other stakeholders	L	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> <li>Head teacher to share Risk Assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul>	M	L	Head Teacher	01/09/2020	

		As a result: All pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures.	M	<ul style="list-style-type: none"> <li>● All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and safety policy</li> <li>- Infection control policy</li> <li>- First aid policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> </ul> </li> <li>● <b><u>All staff will have a briefing at the start of autumn term and will be asked to sign to say they understand and will follow the RA</u></b> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- ___The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- ___The Health Protection (Notification) Regulations 2010</li> <li>- ___Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>- DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> </li> <li>● <b>Revisit mitigation measures with staff and student upon March return in form time.</b></li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>● Staff are made aware of the school’s infection control procedures in relation to coronavirus via email.</li> <li>● 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</li> </ul>	H	M	Head Teacher /Facilities Manager	01/09/2020	

		<p>they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</p> <ul style="list-style-type: none"> <li>• Pupils are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the day of term. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Regular electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school.	M	<ul style="list-style-type: none"> <li>• Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school).</li> <li>• Pupils to be advised wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• All pupils will be expected to use hand sanitiser every time they enter and leave a classroom</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol),l disinfectant wipes and tissues to be provided for the school reception area, dining hall, in classrooms and other key locations for staff and pupils.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance.</li> <li>• 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.</li> </ul>	M	L	Head Teacher /Facilities Manager	01/09/2020	

		<ul style="list-style-type: none"> <li>• Pupils are instructed to wash hands after using the toilets and to use the sanitising gels when returning to the teaching area</li> <li>• Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out additional cleaning of areas as required by timetable and user movement. Door handles, doors and toilets are cleaned regularly during the day and paper/hand towels are refilled regularly.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Ill health in school.	M	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE 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.</p> <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> <li>• Any pupil who displays signs of being unwell is immediately moved to the isolation room, to wait for referral to the designated first aider on site as per rota. The school admin team (who have been notified by the teacher) to contact parents, and request the duty first aider to attend the isolation room. Parents are advised to follow the COVID-19: Guidance for households, including accessing testing. Any staff member who displays signs of being unwell immediately reports this to the senior member of staff on duty, then leaves the school site immediately.</li> </ul>	M	L	Head Teacher	01/09/2020	

	<ul style="list-style-type: none"> <li>● If an isolated pupil needs to go the bathroom, they should use a separate bathroom which will be cleaned after use.</li> <li>● 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.</li> <li>● If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>● Unwell pupils who are waiting to go home are supervised in the designated area as signposted where they can be at least two metres away from others</li> <li>● Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>● Pupils who have displayed symptoms in school, should be advised to be tested. Test results should then be notified to the school as soon as possible. If they test negative, they can return to school.</li> <li>● Staff who have displayed symptoms in school, are required to be tested. Test results should then be notified to the school as soon as possible. If they test negative, they can return to school.</li> <li>● In the event of any member of staff or pupil is identified as having COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--

A pupil or staff member is tested and has a confirmed case of coronavirus.	M	<p>In line with government advice: The Headteacher / Deputy Head Teacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <ul style="list-style-type: none"> <li>In the eventuality of more positive cases within a year group bubble, senior leaders to be flexible and responsive in identifying the 'tipping point' of when to switch from remote education for some to the remote teaching of all in a class/year group bubble.</li> </ul>	M	L	Head Teacher	01/09/2020	
Staff and Pupil movement traveling to or from school on public transport increases the risk of infection.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Pupils and staff will be encouraged to walk or cycle into school and warned to avoid public transport if possible.</li> <li>For those who still need to take public transport they will be referred to relevant government advice, and will be encouraged to wear masks.</li> <li>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</li> <li>A closed bin and hand sanitiser will be located at school entrances in order to allow the safe disposal of disposable face coverings with immediate disinfectant of hands.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	M	L	Head Teacher	01/09/2020	
Staff and Pupil movement between sites school	M	<p>If school transport is being utilised to transfer students around campuses students and staff are expected to:</p> <ul style="list-style-type: none"> <li>Group together pupils within the same bubble if at all possible</li> </ul>	M	L	Head Teacher	01/09/2020	

transport increases the risk of infection.		<ul style="list-style-type: none"> <li>● Where possible allow for additional transport or staggered pickups.</li> <li>● Organised queuing and boarding to be implemented where possible</li> <li>● School transport vehicles to be distanced apart to reduce large groups gathering</li> <li>● Hand Sanitiser to be available for use on boarding/disembarking</li> <li>● Face masks should be worn in taxis and on buses. Disposable facemasks to be available from reception upon boarding the transport.</li> <li>● Regular cleaning of hard surface areas and frequently touched areas before being used by another group / bubble.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff travel between sites.</p>					
Poor practice leads to the spread of potential infection at the start of the school day.	M	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>● Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</li> <li>● Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up.</li> <li>● Inform pupils and parents of their allocated times for the beginning and end of their school day</li> <li>● Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival.</li> <li>● Pupils are instructed to wash hands after using the toilets and to use the sanitising gels when returning to the teaching area</li> <li>● All staff to wash hands on arrival in school.</li> <li>● Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning.</li> <li>● Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport.</li> </ul>	M	L	Head Teacher	01/09/2020	

		<ul style="list-style-type: none"> <li>● Issue information to pupils in relation to restrictions on their movement around the site.</li> <li>● Sufficient supplies of hand-sanitising supplies provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	L	<ul style="list-style-type: none"> <li>● Leaders to identify and communicate clearly to parents and pupils with regards to times, routines and expectations</li> <li>● Capacity calculations for designated classrooms completed by leaders' guidance gives leaders flexibility in their plans to provide a 'best-fit' approach.</li> <li>● If possible pupils restricted to blocks/classrooms to minimise movement around the school.</li> <li>● Timetable reviewed and refreshed, and programme communicated to teachers and staff.</li> <li>● Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms.</li> <li>● Leaders to consider how best to supplement face to face education with remote learning to support for students.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	M	L	Head Teacher	01/09/2020	
Insufficient staff to run face-to-sessions for pupils.	L	<ul style="list-style-type: none"> <li>● Protocols for staff to inform leaders if they need to self-isolate clearly in place.</li> <li>● Teachers and support staff identified are identified for contingency cover in the instance that planned staff have to self-isolate.</li> <li>● Senior leaders have a clear plan to close year groups where staffing levels fall below 10% / 20% based on clear criteria including (1) year groups already isolating (2) age – Y7 last (3) exam groups etc.</li> </ul>	M	L	Head Teacher	01/09/2020	

		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil and staff movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> <li>• Face coverings <b>must</b> be worn when moving through corridors and other communal areas appropriate to the control measures in place for each site unless there is a medical exemption. Staff will be supplied with a full face visor and masks will be made available for students who do not have access to face coverings appropriate to the school behaviour / uniform policies. Relevant posters with clear instructions will be displayed concerning <a href="#">how to put on, remove, store and dispose of face coverings</a>.</li> <li>• Social distancing to be put in place for any pupil queuing for food.</li> <li>• One-way circulation to be put in place for pupils arriving and leaving shared lunch space/lessons where appropriate.</li> <li>• Pupils advised not to play contact games at break time or lunchtime. Ball games to be prohibited.</li> <li>• Pupils to be advised to wash hands before and after lunch.</li> <li>• Tables to be cleaned between year groups using lunchtime food collection facilities.</li> <li>• Students to eat lunch in their form room or outside zone.</li> <li>• Screen provided to protect food in canteen when pupils purchasing food.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> <li>• Pupils who bring a packed lunch, to eat in classrooms or in their allocated outside zone to reduce movement and maintain social distancing.</li> <li>• Social space will be form rooms at lunch time and</li> <li>• SFC and BSH will be used for sixth form students to separate these year groups. W1 SFC Year 13, W2 SFC year 12 on a rotation.</li> </ul>	M	L	Head Teacher / Senior Leaders	01/09/2020	

		As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	M	<ul style="list-style-type: none"> <li>● Face coverings should be worn by all except those with an exemption card (green) when moving through corridors and other communal areas appropriate to the control measures in place for each site.</li> <li>● Face coverings should be worn in classrooms by all students and staff except those with an exemption card (green)</li> <li>● Staff will be supplied with a full face visor and masks will be made available for students who do not have access to face coverings appropriate to the school behaviour / uniform policies. Relevant posters with clear instructions will be displayed concerning <a href="#">how to put on, remove, store and dispose of face coverings</a>.</li> <li>● All unnecessary items to be removed from classrooms and learning environments and stored elsewhere.</li> <li>● Soft furnishings items that are hard to clean to be removed.</li> <li>● The classroom must be set up where possible with all desks forward facing and side to side seating.</li> <li>● The teacher's desk must be kept 2 metres away from the children's tables/desks.</li> <li>● Pupils to be directed to specific seats in classrooms.</li> <li>● Tissues, disinfectant wipes and hand sanitiser to be located in each classroom/learning space.</li> <li>● Bins to be emptied at least twice daily in classrooms.</li> <li>● Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open.</li> <li>● Where possible, windows to be opened to provide ventilation.</li> <li>● Inform all the pupils that they must bring the required equipment to school (stationary, calculators etc) to reduce the risk of infection.</li> </ul>	M	L	Head Teacher /Facilities Manager	01/09/2020	

		<ul style="list-style-type: none"> <li>● Shared teaching resources (such as science equipment) to be cleaned prior to and after use. The use of practical equipment in PE, Science, DT, Food etc to be minimised.</li> <li>● Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use</li> <li>● Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>● Guidance issued to staff 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.</li> <li>● Staff to keep 2m apart for other staff members unless wearing a face covering</li> <li>● Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone and wear a face covering</li> <li>● All staff in-person conversations to be conducted at minimum 2m distance and any conversation beyond 15mins must be conducted wearing a face covering.</li> <li>● Hand sanitiser/ anti-bacterial wipes to be in place at photocopiers/shared keyboards/telephones etc.</li> <li>● Staff must wash and dry their own cups, plates and utensils.</li> <li>● Keep assemblies / worship to a minimum when necessary separate to individual bubbles or if room available keep bubbles of one year group separated by at least 1 metres.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms /office and shared areas is reduced.</p>					
Poor practice leads to the spread of potential infection at the end of the school day.	M	<ul style="list-style-type: none"> <li>● Issue information to parents about departure procedures, including safe pick-up.</li> <li>● Inform pupils and parents of their allocated times for the end of their school day.</li> <li>● Inform pupils and parents of the allocated exit points and pick up points.</li> <li>● Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the</li> </ul>	M	L	Head Teacher	01/09/2020	

		<p>school day. If waiting to collect pupils, parents are to remain in cars and park safely.</p> <ul style="list-style-type: none"> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Spread of infection at before or afterschool clubs	M	<ul style="list-style-type: none"> <li>• Classroom / Area to be cleaned pre and post club usage of the space</li> <li>• Where possible keep pupils in their year groups or bubbles</li> <li>• Where not possible look at consistent small groups only.</li> <li>• Arrange for same staff to deliver before and after care provision to reduce risk</li> </ul>	M	L	Head Teacher /Facilities Manager	01/09/2020	
		<ul style="list-style-type: none"> <li>•</li> </ul>					
Poor pupil behaviour increases the risk of the spread of infection.	L	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school.</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy temporarily adjusted as consequence.</li> <li>• Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils understand the behaviour policy in context.</p>	M	L	School Behaviour Lead	01/09/2020	
Pupils with complex needs are not adequately prepared for a return to school or safely supported	L	<ul style="list-style-type: none"> <li>• Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>• Leaders and staff should review individual pupils' handling plans, including the use of PPE</li> </ul>	M	L	SEN(D)Co	01/09/2020	

		<ul style="list-style-type: none"> <li>• Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>• Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>• Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>• Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	L	<ul style="list-style-type: none"> <li>• Appropriate planning in place to support the mental health of pupils returning to school.</li> <li>• Agree what returning support is available to pupils with SEND with new temporary plans to put in place for pupils with EHCPs which cover what can be offered and shared with parents. Additional support with regards to this is available from the Executive Director for Education. It is the Mercian Trusts policy that limitations cannot be used as a reason to stop a SEND pupil returning s a result, pupils with SEND and those concerned about returning to school are supported.</li> </ul>	M	L	School SENDCO	01/09/2020	
Increased number of safeguarding concerns reported following lockdown.	H	<ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning children.</li> <li>• Ensure that key staff (DSL &amp; Deputies) have capacity to deal with arising concerns KCSIE Sept 2020 has an expectation that the DSL time will be increased, additional advice to be sought if necessary from the trusts Executive Director for Education</li> <li>• Enhanced level 1 training through INSET days to ensure that staff are confident in looking for signs of distress/ abuse and what their duties are</li> </ul>	M	L	Designated Safeguarding Lead	01/09/2020	

		<ul style="list-style-type: none"> <li>If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice</p>					
Emergency evacuation due to fire etc	L	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to pupils.</li> <li>A fire drill, applying social distancing to take place at the earliest opportunity.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	M	L	Head Teacher /Facilities Manager	30/09/2020	
Poor hygiene practice in office spaces increases the risk of infection.	L	<ul style="list-style-type: none"> <li>For any administrative staff, start and end times for work are staggered to support social distancing.</li> <li>Tissues, disinfectant wipes and sanitiser to be placed in office locations.</li> <li>Staff to wash hands in line with government advice on arrival.</li> <li>Everyone is responsible for wiping down own desk/place of work before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	M	L	Head Teacher User/Facilities Manager	01/09/2020	
Poor hygiene practice at school entrance/reception increases the risk of infection.	L	<ul style="list-style-type: none"> <li>Clear signage in place re social distancing</li> <li>Barriers/screens to be used by reception staff when dealing with any parents/contractors/visitors.</li> <li>Signing in and out procedures to ensure enough detail that can be useful if track and trace is required inc where in the building visitors have been</li> <li>Any touched areas wiped down.</li> <li>Parents discouraged from visiting the school.</li> </ul>	M	L	Head Teacher /Facilities Manager	01/09/2020	

		<ul style="list-style-type: none"> <li>Rearrange furniture in reception to facilitate social distancing.</li> </ul> <p>As a result, reception staff are protected.</p>					
Cleaning is not sufficiently comprehensive.	L	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</li> <li>Disposable gloves/wipes/sprays next to photocopiers/printers etc</li> <li>Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils / teachers to clean IT equipment (esp. keyboards) with anti-bacterial wipes after use.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	M	L	Facilities Manager	01/09/2020	
Contractors, deliveries and visitors increase the risk of infection	L	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential prior to entry to school.</li> <li>Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff.</li> <li>All contractors/visitors to sanitise hands using appropriate hand gel available upon arrival onsite.</li> <li>Any contractors who feel unwell on site to report reception and leave the site immediately. Advice from PHE sought.</li> <li>All areas in which contractors work are cleaned in line with government guidance.</li> <li>Contractors to bring own food/drink and all utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> </ul>	M	L	Facilities Manager	01/09/2020	

		<ul style="list-style-type: none"> <li>• Where possible, delivery drivers to leave post/parcels and packages in a safe location without coming into contact with staff or pupils.</li> <li>• If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made.</li> </ul> <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>					
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--

#### 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-s>

[upporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress](https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19)Parents:

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
  
- 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](https://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>