



**Communicating Covid-19 School Opening Plan and Associated Risks - Risk Assessment, Version 3: 2 September 2020**  
**Assessors: Mrs H Vernon (Executive Head Teacher), Miss M Di Bartolomeo (SBM)**

	<b>Identified Hazard</b>	<b>Who may be harmed?</b>	<b>Control Measures and action required</b>
1	Pupil/s will transmit COVID-19 and spread infection from home to school	Pupils, Staff and Visitors	<p>Using Microsoft team/VLE/SharePoint/email communicate the plans and safety measures being implemented to all staff: Staff to check their own temperature before coming into school, follow absence policy if required</p> <p>Using Class Dojo/emails/texts/phone/twitter/school website/calls parents/carers will be notified of the following:</p> <ul style="list-style-type: none"> <li>• School re-opens in Sept 2020 to all pupils with staggered start, end and break times.</li> <li>• NOT to enter school if any member of the family (within the house hold) are displaying any symptoms of coronavirus following the <a href="#">Guidance for households with possible coronavirus infection</a> .</li> <li>• Parents informed of hygiene expectations- check temperatures and wash hands before coming to school</li> <li>• Pupil/s needs to be accompanied by no more than one parent/carer and follow social distancing and follow signage</li> <li>• Make clear to parent/carer that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Pupil/s to wash/hand sanitize their hands before entering and leaving school using the allocated basin/station.</li> <li>• Engaging parents and children in education resources such as posters and <a href="#">e-bug</a> and <a href="#">PHSE schools resources</a></li> <li>• Ensure parents are aware of recommendations on transport to and from school setting (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• Pupils may bring essential items such as bag, lunch box, water bottle, hats, coats and stationery.</li> </ul>
2	Children and/or staff will transmit or become infected with COVID-19 and spread infection to the home/school environment	Pupils, Staff and Visitors	<p>Following Public Health Advice to Minimise Covid Risks:</p> <p><b>Minimising contact with those who are unwell</b></p> <ul style="list-style-type: none"> <li>- Do not attend school if any member of the family (within the house hold) are displaying any symptoms of coronavirus following the <a href="#">Guidance for households with possible coronavirus infection</a>, or have recently tested positive or been advised to self-isolate.</li> <li>- Staff in school must follow the government guidelines given on the NHS site if they are experiencing the signs and symptoms on this site. Inform Mrs H Vernon immediately and follow the school procedures for sickness absence. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>- If a pupil or member of staff becomes unwell with symptoms of coronavirus while in their setting, they must be isolated and supervised in an allocated room (large enough for social distancing) while waiting to go home and sent home through usual school procedures</li> <li>- If they need direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> </ul>



- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (see additional section on PPE)
- Pupil's parents contacted as soon as possible
- All staff and pupil's contact numbers up to date
- Areas used are appropriately cleaned once vacated

#### **Cleaning hands**

- Stringent hand washing of hands on arrival at the setting, before and after eating, before and after going to the toilet and after sneezing or coughing. Follow [guidance on hand cleaning](#)
- Ensure that help is available for children who have trouble cleaning their hands independently
- Consider how to encourage children to learn and practise these habits through games, songs and repetition
- Additional external sinks have been installed, sanitiser is included in all rooms and corridors have sanitiser stations.

#### **Ensuring good respiratory hygiene**

Teachers and support staff to ensure that all pupils:

- are encouraged not to touch their mouth, eyes and nose
- use available tissues or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')
- consider how to encourage children to learn and practise these habits through games, songs and repetition
- all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation

#### **Introducing enhanced cleaning**

- All areas will be thoroughly cleaned on a daily basis with particular focus on frequently and handled surfaces such as door handles, light switches, tables, counter tops, hand rails and banisters, computers used including mouse and keyboard, photocopier, telephones, shared learning resources or toys, toilets, toilet handles, sinks, taps and other areas touched regularly
- Additional cleaning during the day
- Every classroom to be provided with cleaning equipment
- Limit resources shared between home and school eg. reading books (Cleaned or wiped down on return)

#### **Minimising contact and maintaining social distancing between individuals**

- Children organised in class bubbles; class groups kept separate to minimise contact. EYFS will be in year group bubbles
- Ensure that the same teacher(s) and support staff are assigned to the same consistent groups
- Pupils sit front facing
- Staff reminded daily of the importance of social distancing in the workplace and out of it
- Pupils and staff will have their own frequently used equipment eg. pencils / pens.
- Classroom based resources will be cleaned frequently along with all frequently touched surfaces.



- Resources shared between classes / bubbles should be cleaned frequently and meticulously and between bubbles or left for 48-72hours.
- Use outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- Staggered breaks and lunch breaks - children will be brought their lunch in their classrooms.
- No educational visitors/visits are to be arranged for Autumn term
- Assemblies virtually or within their bubble for Autumn term
- No trips outside of the school for Autumn term.
- No sports fixtures and other points where children mix with others for Autumn term
- All bubbles allocated specific toilets to use.
- Parents must contact school by email or telephone if they wish to arrange an appointment.
- Breakfast and after-school club provision will not take place during first half of Autumn term (To be reviewed Oct 2020)

#### **Wearing personal protective equipment (PPE) where appropriate**

- Government advice [Implementing protective measures in education](#) states the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
  - Staff may wear PPE if they wish to
- PPE is only needed in a very small number of cases including:
- pupil whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
  - if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
  - Appropriate PPE to be used by first aiders regardless of the aid needed

#### **Face Masks**

In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), the head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering.

#### **Engaging with the NHS Test & Trace process**

- School to adopt NHS Test and Trace system and share with staff and parents



			<ul style="list-style-type: none"> <li>- School to ensure children who are sent home with symptoms, do not return to school until either the isolation period has ended or a negative test result is provided.</li> <li>- School to report all instances to LA via: <a href="mailto:schoolscovid@wolverhampton.co.uk">schoolscovid@wolverhampton.co.uk</a> 01902 553957</li> <li>- Follow protocol detailed in the 'COVID-19 early outbreak management Action cards'</li> </ul> <p><b>Managing confirmed COVID-19 cases in the school community</b></p> <ul style="list-style-type: none"> <li>- School to follow DFE advice on sending home anyone who has been in close contact with confirmed cases and advise them to self-isolate for 14 days.</li> <li>- School to ensure children who are sent home with symptoms, do not return to school until either the isolation period has ended or a negative test result is provided.</li> <li>- School to report all instances to LA via: <a href="mailto:schoolscovid@wolverhampton.co.uk">schoolscovid@wolverhampton.co.uk</a> 01902 553957</li> </ul> <p><b>Containing outbreaks</b></p> <ul style="list-style-type: none"> <li>- School to communicate with staff and parents if a member of the school community tests positive for Covid</li> </ul> <p><b>School Workforce</b></p> <ul style="list-style-type: none"> <li>- An individual risk assessment has been completed for all staff and will be reviewed regularly</li> <li>- School will allow only essential visitors on site with the protective measures in place.</li> <li>- Staff to social distance where possible both around school and during meetings.</li> </ul>
3	Infection may be transmitted via the physical school environment and spread infection to the home environment	Pupils, Staff and Visitors	<p>Using Microsoft team/VLE/SharePoint/School twitter/School website/email/telephone/signage we will communicate the plans and safety measures being implemented:</p> <ul style="list-style-type: none"> <li>- Admin Team/Site Manager/Caretaker to communicate with supplier/contractor to prepare to support school plans (i.e. IWS, Angel Springs, PHS etc.)</li> <li>- Supplier/contractor to enter school only if they have a prior appointment, (ensure this has been confirmed with Headteacher/Business Manager)</li> <li>- Where possible, ensure suppliers/contractors are in school when all pupils and staff have left school building.</li> <li>- Site Manager/Caretaker to ensure that all suppliers/contractors are adhering to School and Government Guidelines <a href="#">Staying alert and safe social distancing</a> whilst on school premises.</li> <li>- Building works; Business Manager to communicate with contractor to support school plans:</li> <li>- Review School H&amp;S policy during Covid-19</li> <li>- Cleaning and hygiene: Business Manager to arrange and communicate cleaning and hygiene regime going forward, Site manager/Caretaker to enforce and conduct a site check on a daily basis:</li> <li>- follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>- Site Manager/Caretaker to ensure that classroom bins for tissues are emptied.</li> </ul>



4	Shortage of staff	Pupils, Staff and Visitors	<ul style="list-style-type: none"><li>- All staff have the opportunity to share any concerns or worries with HT or LT re: returning to work and will be dealt with on an individual basis</li><li>- Delivery of service will be adjusted accordingly in the event of a shortage of staff</li><li>- Contractors to advise school and confirm any changes in staff (ensuring they adhere to School Safeguarding Policy)</li></ul>
5	Impact on Physical and mental health	Pupils and Staff	<ul style="list-style-type: none"><li>- Line Managers will offer support to staff who are affected by Coronavirus or has a family member affected</li><li>- Management will promote mental health and well-being awareness to staff during the Coronavirus outbreak and will offer whatever support they can</li><li>- Regular communication of mental health information with an open door policy for those that need additional support</li></ul>