

cRisk assessment for: Working safely during COVID 19 (For opening the whole school in September 2020)

Assessment date: 22.07.20

Name of assessor: KV

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Children, staff Passing on a virus. Serious illness possibly leading to death	<ul style="list-style-type: none"> • EYFS are in one bubble when outside, they remain in classes in classrooms • KS1 are put together as one bubble due to smaller RWI groups • KS2 classes in two bubbles – UKS2/LKS2 • While outside, children play non-contact games • Supply teachers, peripatetic teachers and/or other temporary staff will move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual. • The groups form a cohort and work together; segregated from all other groups and individuals by social distancing of at least 2m • Specific locations for each group to work in are identified. When groups move between locations, suitable cleaning and sanitising is undertaken of each location after each use. This includes all equipment within the areas used. • Staff are informed to keep 2m apart from other staff members who are not part of their bubble group • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone • Work areas have been assessed to ensure staff are at least 2m apart from children • The occupancy has been assessed within the building. Staff who can work from home or other locations are doing so – PPA to be completed at 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		<p>home once cover adults are familiar with adults collecting children</p> <ul style="list-style-type: none"> • Notices and marker tape are present in circulation areas to encourage the 2m rule • Staff arrive and depart before 8:30 and after 3:30 in a fluid fashion • Dedicated work stations are identified for each staff member. • If a staff member needs to use another's desk, the area and equipment on it is cleaned and sanitised • Large gatherings are avoided including assemblies and other large groups. • Children have class assemblies and Oak National Academy assemblies virtually • Staff who choose to wear a face covering/gloves when working with children closely are able to do so 			
Segregation of pupils	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Pupils organised into suitable groups as advised by the government and DfE • In line with the government guidance older children are socially distant, children in early years may and KS1 work strictly in their bubble • Staggered arrival and departure times are in place for each group to ensure that there is social distancing between groups • Each group has a dedicated work space and remain within this work space for the majority of lessons • Tables and work stations are as far apart as possible in classes • Forward facing tables are in place where possible and suitable in classrooms, so pupils are sitting side by side and not facing each other as far as is practicable within the classroom • Having one-way systems around the school to support social distancing. • Staggered lunch and playtimes throughout school with children eating in their classrooms 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.



<p>Staff and parent interaction. (Including meetings)</p>	<p>Children, staff, parents</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Parents are advised that access to the school is limited and that only one parent should escort a child to school or collect a child from school • All parents are told that they must notify school of an outcome of a child’s test as soon as possible • Clear guidelines are in place for parents to contact the school and specific teachers; including, telephone and Class Dojo contacts • Parents are informed that they are only allowed onto the school grounds at specified times for drop off and collection • If meetings are required with parents, they are done using ICT systems/telephone in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in the meeting room or large area within the school, ensuring that there is ample fresh air with opening windows and social distancing observed • Remote working tools are used to avoid in-person meetings when hall is not available for properly distanced meetings • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Parents attending meetings in person are required to wear a face covering, leave details for test and trace and sit 2m away from staff who will also wear a face covering. • Parents who urgently visit the office wear a face covering if they are able • Any sharing of work equipment including pens/paper etc. is avoided • Meetings are held outdoors or in a well ventilated room if they are essential meetings • Floor signage is in place to ensure that social distancing is enforced 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
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		<ul style="list-style-type: none"> • A record is kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them • No money is handled by families and staff. Cashless system available for all payments. 			
Staff and Staff interaction	<p>Staff and their families</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Staff members are informed to adhere to social distancing at all times • Reminders of social distancing and one-way systems and other health-related notices are clearly displayed at critical points around the building (including staff only areas) • Break times for all staff are staggered to make social distancing easier • Staff have the option of eating in hall in order to adhere to social distancing 	•		<ol style="list-style-type: none"> 1. 2. 3.
Statutory and best practice inspections	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • A check of all statutory compliance has taken place using Walsall Council's statutory and best practice check available on 'Walsall Link' • Statutory and best practice checks will be completed taking into account the controls highlighted within this risk assessment and the contractors' own risk assessment 	•		<ol style="list-style-type: none"> 1. 2. 3.
Contamination on surfaces including toys and equipment	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • All soft furnishings which may be difficult to clean are removed from classrooms • All soft toys, or toys which may have parts which are difficult to clean, are removed from classrooms • All surfaces and shared resources are suitably sanitised between each group use. This includes all outside play equipment, science equipment, PE equipment, and any toys. Alternatively this equipment is rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • All surfaces are sanitised at the end of each day and regularly throughout the day 	•		<ol style="list-style-type: none"> 1. 2. 3.

		<ul style="list-style-type: none"> • Pupils and staff have individual equipment provided where possible including paper and pens. These items are not shared. • Classroom-based resources, such as books and games, are be used and shared within the bubble; these are cleaned regularly along with all frequently touched surfaces. • Staff sanitise hands before marking work and sanitise after marking work 			
Lack of effective cleaning	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Cleaning programmes have been reviewed and enhanced to ensure that all areas are sanitised at least 3 times daily • Frequent cleaning of work areas, classrooms and equipment between uses, using school cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, takes place and the cleaning team ensure there are adequate disposal arrangements. • Staff clear workspaces, class rooms and remove waste and belongings from the work area, classroom at the end of the day • Bathrooms are cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home • High-touch items and equipment use is limited, for example, printers or whiteboards. 			
Lack of effective ventilation	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Doors and windows are frequently open to increase ventilation where possible 	•		



<p>Personal Hygiene, toilet and changing facilities</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Handwashing facilities are available to all staff. These include those in the following locations: <ul style="list-style-type: none"> ➢ Every entrance point to school, staff room, toilets • Hand sanitisers are available at the following locations: <ul style="list-style-type: none"> ➢ Every entrance to school, by the photocopier, in every office, in staff room, in every classroom • Handwashing breaks are in place throughout the school day and outdoor handwashing and sanitising stations are set up so children and staff can clean hands as needed • Signs and posters are used to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • The first assembly within classes teaches children the importance of washing hands properly • Signage is pupil friendly so that it is suitable for anyone with a disability within the school, e.g. pictorial • Regular reminders and signage is used to maintain hygiene standards • Hand sanitiser is provided in multiple locations in addition to washrooms • Tissues, lidded bins and sanitiser are provided within each group area to encourage pupils to 'Catch it, Bin it, Kill it' • Clear use and cleaning guidance is in place for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Enhanced cleaning is in place for busy areas • More waste facilities and more frequent rubbish collection are in place • Changing facilities are sanitised after each group 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
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		<p>use</p> <ul style="list-style-type: none"> • Hand dryers are switched off and paper towels provided as an alternative means of drying 			
Staff at increased risk from the virus	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed • From 1st August 2020 staff members who are clinically vulnerable are be able to work at school but social distancing measures must be in place and medical advice should be followed in each case • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace • Staff who have been abroad within the last 2 weeks to a country not identified within the air bridge scheme are advised to quarantine • Support for workers around mental health and wellbeing is place. This includes advice and telephone support: Walsall confidential helpline; SAS Wellbeing app • Staff remain 2m away from children for the majority of the time • Vulnerable staff do not change soiled nappies or clothing for children • Individual risk assessments are completed for staff at greater risk from the virus • Limited staff move between bubbles, those who do remain 2m away from children for the majority of the time 	•		<ol style="list-style-type: none"> 1. 2. 3.

<p>Pupils at an increased risk from the virus</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Pupils who are still identified as needing to shield and if advised to do so following the guidance they should not be attending school, additional arrangements will be made for their education. <ul style="list-style-type: none"> ➤ DfE Guidance on 28th August states: <i>Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.</i> • Pupils who are clinically vulnerable – medical advice is followed to identify if they should attend school and what controls needs to be implemented. From 1st August 2020 most are able to attend school but social distancing and medical advice is followed. 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
<p>Visitors and contractors</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect the 2m distance at all times • At the main office a physical barrier is in place • Sanitation and hand washing is available for visitors • Visitors are asked to leave their details for Test and Trace • Visits via remote connection/working where this is an option are encouraged • The number of visitors at any one time is limited • Schedules for essential services and contractor visits are analysed to identify ways reduce interaction and overlap between people (for 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		<p>example, carrying out services at night)</p> <ul style="list-style-type: none"> • A record is kept of all visitors • Visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen in reception • A record of all visitors is kept and staff cooperate fully with the Test and Trace service in the event of an outbreak • In an enclosed space, such as the main office, visitors are asked to sanitise and wear a face covering if they are able • Lateral Flow Tests available to regular staff visitors e.g. Behaviour Consultant, ICT Technician, WBA Coach 			
Staff with symptoms of the virus	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this is agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they are advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms is followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them 	•		<ol style="list-style-type: none"> 1. 2. 3.

<p>Pupils with Symptoms of the virus</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • If a student starts to show symptoms of COVID 19, they will be sent home immediately • Whilst waiting collection by a parent/guardian the pupil is moved to First Aid station which is screened off from rest of corridor but is still supervised by an adult in the main office • If they need to use a bathroom they must use one dedicated bathroom (disabled toilet) and this is thoroughly sanitised following the use • Suitable PPE including apron, goggles, moisture resistant face covering and gloves is available for staff needing to interact with someone showing symptoms • Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique • Government guidance for pupils with symptoms will be followed: this can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
<p>Deliveries and collections</p>	<p>Children, staff, visitors to site</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • <u>Revised pick-up and drop-off collection points, procedures, where necessary</u> • Minimised unnecessary contact with staff and delivery staff, for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking • Larger quantities of inbound materials are ordered less often to reduce deliveries • Where possible, the same pairs of people are 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		<p>used for loads where more than one is needed</p> <ul style="list-style-type: none"> • Drivers are given access welfare facilities when required, consistent with other guidance • Drivers are asked to stay in their vehicles, where this does not compromise their safety and existing safe working practice, such as preventing drive-aways • Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, • There is a nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical • There is regular cleaning of reusable delivery boxes 			
<p>Access and Egress</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Staggered arrival and departure times at work/school to reduce crowding into and out of the workplace • Bike shed available for children/staff/visitors to use • Reduced congestion by having more entry points to the school and entry points dedicated to single groups • Direct entrances into the learning area where possible from outside to reduce the need for moving around within the building • Handwashing stations (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building • Providing alternatives to touch-based security devices such as keypads • Lockable cupboards for staff bags • Markings and one-way flow in place at entry and exit points • People with disabilities are able to access all areas of the building • Staff reminded to safely remove, seal away and 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		change face coverings upon arrival to the school building			
Common areas		<ul style="list-style-type: none"> • Staggered break times to reduce pressure on break rooms or places to eat • Use of outside areas for breaks • School dining hall available for staff to social distance at lunchtime • Protective screening used for lunchtime staff when serving hot meals • Children eat in classrooms • Use of social distance marking for other common areas such as toilets • Children wear PE kit on PE days so there is less chance of interacting with others and queuing to collect their kit • Identify specific toilet areas for specific groups • Staggered break times to reduce pressure on break rooms or dinner halls. Eat lunch within the learning area • Key stage outside areas used for breaks • Staff encouraged to bring their own food 	•		<ol style="list-style-type: none"> 1. 2. 3.
Breakfast Club		<ul style="list-style-type: none"> • Staff wear PPE • Money envelopes are placed in a plastic basket by parent/carer. Cash is not handled by staff. • Children sanitise upon entry • Children sit at a table and place their breakfast order. Breakfast order is placed on a separate table for the child to collect. • Children are taken outside after breakfast and tables are sanitised. • Children wash/sanitise their hands after breakfast • Sports equipment used is sanitised after use • The register and plastic money basket are both 	•		<ol style="list-style-type: none"> 1. 2. 3.



		<p>sanitised</p> <ul style="list-style-type: none"> • Children clean/sanitise their hands before going back to class 			
Moving around the building	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Non-essential trips within buildings is discouraged, for example, restricting access to some areas, dedicate specific areas and toilets for each group (year group/phase specific) • Reduced job and equipment rotation. When any equipment is shared this is sanitised before being used by another group or staff member • One-way systems in place through school • Staggered group arrival, break and departure times to ensure that groups don't mix 	•		<ol style="list-style-type: none"> 1. 2. 3.
Work places and work stations	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people • Workstations less than 2m apart, receive additional cleaning and hygiene to reduce risk • Reviewed layouts, line set-ups or processes to let employees work further apart from each other • Floor tape and spray paint used to mark areas to help employees keep to a 2m distance. Chairs measured at 2m apart in staffroom and other chairs removed. • Employees do not work face-to-face where possible. For example, by working side-by-side or facing away from each other with a 2m distance between them • Shared workstations avoided where possible. Where this is not possible, main office desk, additional cleaning is in place between each user 	•		<ol style="list-style-type: none"> 1. 2. 3.



Meetings	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Microsoft Teams is used when possible to avoid in-person meetings • Weekly briefing is emailed on a Monday to all staff • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social distancing is enforced • A record will be kept of any visitors to the school and made available to the 'Test and Trace' service if needed • Staff meetings only take place when absolutely necessary 	•		<ol style="list-style-type: none"> 1. 2. 3.
Accidents, incidents and emergencies	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<p>(In emergencies, social distancing should be observed if possible, but this may not always be possible.)</p> <ul style="list-style-type: none"> • First aid and fire safety provision and equipment is adequate for the new working environment • A rota system for first aid qualified staff, fire marshals to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Assembly points for each class changed and demarcated on the playground. Fire drills reviewed weekly with each class • Adequate PPE provided for use of staff (available from main office) in all emergencies including first aid and fire • Sanitation systems to be reviewed and put in place following an emergency: e.g. equipment cleans, radios, etc. • Fire alarm panel tested quarterly • Fire alarms tested weekly • Emergency lighting tested weekly in house and 	•		<ol style="list-style-type: none"> 1. 2. 3.

		<p>quarterly by T2</p> <ul style="list-style-type: none"> • Adequate means of escape is available in each learning area and identified on school map • One way systems that have been put in place may have to be abandoned in the event of fire – classes to leave through nearest fire doors • Keys to external gates are available to occupiers • All fire exits open fully when needed • Laptop trolleys are controlled by timers • Amend the fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present • Fire safety equipment tested September 2020 • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face covering, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 			
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<p>Parent queuing outside school</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • One adult per family to bring and collect children. • Gates open before school hours to allow families to congregate near dedicated entrances at their staggered time • Markers demarcated on the floor to identify the 2m spacing in waiting areas outside the school and within the school grounds • When staff open and close gates sanitise and wash hands before and after touching the gates 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
<p>Transport to and from school</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • Pupils encouraged to travel to school via walking, cycling or private vehicles • In line with government guidance the use of public transport is discouraged (A*Stars) • Staggered arrival and leaving times to allow for an increase in private cars, walkers and cyclists • Bridgnorth Grove is closed to vehicles between 8:00-9:30 and 2:30 – 4:00 • Pupils walking or cycling to school are advised to socially distance at all times • Bike shed allows for social distancing • Pupils for each year group bubble has a designated arrival and finish time • On arrival at school and when returning home pupils wash their hands for at least 20 seconds following the recommended method or sanitise their hands • A process is in place for the removal and disposal of face coverings when staff who use them arrive at school – staff to bring a sealed bag to safely remove a face covering and place within it before sealing and sanitising hands. 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.



<p>Communication of control measures to staff, pupils and parents</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • All staff trained on the specific control measures relevant to their job roles • Risk assessment shared with staff and amendments are made as necessary • Clear guidance on social distancing and hygiene is provided to people on arrival, for example, signage or visual aids and before arrival, by phone, on the website and by Class Dojo • Clear, consistent and regular communication is provided to improve understanding and consistency of ways of working. • Games and stories are used to help explain the new rules to pupils and increase pupil understanding • Workers and worker representatives are engaged through existing communication routes to explain and agree any changes in working arrangements. • Communication and training materials for workers are developed prior to returning to site, especially around new procedures for arrival at work 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.
<p>PPE provision</p>	<p>Children, staff</p> <p>Passing on a virus. Serious illness possibly leading to death</p>	<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken • PPE is required in YN, YR and 2s when changing children, PPE is available to vulnerable staff, PPE is available for first aid and is used • The use of PPE for everyday tasks is limited for protection • Emergency PPE kit is available from the school office and is to be used in the event a pupil or staff 	<ul style="list-style-type: none"> • 		<ol style="list-style-type: none"> 1. 2. 3.

		member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school			
Teaching pupils with SEN	Children, staff Passing on a virus. Serious illness possibly leading to death	<ul style="list-style-type: none"> • Additional PPE for personal care is provided– aprons, gloves and face coverings available for staff who work 1:1 with children who need personal care • Dedicated staff care for individual children where personal care is needed • Personal care environment is in YN and equipment is thoroughly sanitised following each use • SEN tools are used to help communicate the control measure and new rules to the pupils. Staff model and use Makaton pictures to communicate with children • Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual • Non-overnight domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 are considered within the Educational visit risk assessment • Increased communication with SEND parents/carers via Class Dojo • Additional handwashing for SEN children • Where possible, own sets of resources are provided for children • Individual risk assessments reviewed regularly to ensure that suitable controls are in place 	•		<ol style="list-style-type: none"> 1. 2. 3.

Arts Subjects	Increased risk of transmitting Covid due to singing	<ul style="list-style-type: none"> • Music lessons are adapted to involve listening to and learning about different artists instead of singing 	•		
Educational Visits	Children, staff Passing on a virus. Serious illness possibly leading to death	<ul style="list-style-type: none"> • Outdoor spaces in the local area are used to support delivery of the curriculum • As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely • Control measures to include children going on visits in bubbles. Use small groups to ensure adults aren't mixed outside of their roles in school • Monitor local Covid levels and follow advice from PHE 	•		1. 2. 3.
Insufficiency of Staff	Children, Staff Transmission of virus, serious illness possibly leading to death	<ul style="list-style-type: none"> • SLT determine the viability of covering absent staff with existing staff • If not viable to open classes/bubbles safely, affected classes/bubbles close • KV/AC inform LA • Inform families of events • Implement remote learning, as appropriate, following policy • SLT to support where there isn't a teacher to complete learning activities 	•		
A positive case identified	Contacts of confirmed positive case	<ul style="list-style-type: none"> • All staff informed of what contact with a positive case involves • All staff aware of happens when a positive case with their bubble is identified • KV/AC informs Walsall HPT: Email: walsall.healthprotection@nhs.net • Follow guidance on Walsall Link: Guidance 	•		

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
29.08.20	Shielding actions based on guidance from 28th August	KV	
29.08.20	Arts subject actions based on guidance from 28th August	KV	
02.09.20	Bubble information based on guidance from 28th August	KV	
04.09.20	Visitors to leave details for Test and Trace purposes	KV	
11.09.20	Visitors asked to sanitise and wear a face covering (if able) when visiting the school office	KV	
15.09.20	Breakfast Club information based on using and following procedure	KV	
15.09.20	Actions in event of a positive case	KV	
19.09.20	UKS2 and LKS2 bubbles reference	KV	
01.10.10	Collecting adults to wear a face covering, if able, on school grounds when collecting and bringing children	KV	
03.01.21	Actions in case of insufficiency of staff	KV	
02.03.21	Lateral Flow Tests available to regular staff visitors e.g. Behaviour Consultant, ICT Technician, WBA Coach	KV	
02.03.21	No money is handled by families and staff. Cashless system available for all payments.	KV	



02.03.21	Staff meetings only take place when absolutely necessary	KV	
02.03.21	Fire safety equipment tested September 2020	KV	