



Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 2.9.20 for St Peter's CE (VC), Bratton, Telford

Assessment conducted by: Mark Davis	Job title: Principal	Covered by this assessment: St Peter's Bratton Church of England Academy
Date of assessment: 31.08.21	Date of next review: 1.10.21	This document was written on 31.08.21

- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- Summer 21, the current advice is contained in
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf
- 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.
- Implementing the system of controls, creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

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.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Described as low, medium or high
Likelihood:	Described as low, medium or high 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/ Principal Sign ...MJDAVIS... Date ...02.09.21.....

		Chair of Governors sign ...JWardle... Date02.09.21					
Completion Date:		The date by which required plans for controls will be in place.					
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	high	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford & Wrekin Council advice and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via adults working with them and messages sent via Parentmail to parents. • Any change in information to be shared with the Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>Ongoing</u>	

<p>Poor communication with parents and other stakeholders</p>	<p>High</p>	<ul style="list-style-type: none"> • All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems • Updates to risk assessments are shared with staff via internal email. Parents notified of risk assessment plan and shared with parents via website along with other key documents such as Remote Education Plan and Coronavirus Outbreak Management Plan <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<p><u>low</u></p>	<p><u>medium</u></p>	<p><u>Mark Davis</u></p>	<p><u>1.9.21</u></p>	
<p>Lack of awareness of policies and procedures</p>	<p>High</p>	<ul style="list-style-type: none"> • School leaders will ensure that all policies impacted on by coronavirus controls are updated • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ➤ Health and Safety Policy ➤ Infection Control Policy ➤ First Aid Policy ➤ Intimate care policy ➤ Behaviour policy ➤ Business Continuity/Resilience • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	<p><u>low</u></p>	<p><u>medium</u></p>	<p><u>Behaviour/intimate care – Emma Oakley</u></p> <p><u>Infection control – mark Davis</u></p> <p><u>First aid – Hazel Griffiths</u></p> <p><u>Rest – Suzanne Lees</u></p>	<p><u>1.9.21</u></p>	

		<ul style="list-style-type: none"> ➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ➤ The Health Protection (Notification) Regulations 2010 ➤ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The resources from Sharepoint HS team for this are shared with staff. • A comprehensive and current list of key staff members available each day • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/poster at entrance to school <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			<p><u>Mark Davis - below</u></p>		
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Extremely clinically vulnerable (high risk) individuals	high	Shielding is currently paused. If CEV staff are advised to start shielding again individual plans and arrangements will be put in place.	<u>low</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	
Clinically Vulnerable staff and pupils	high	CV staff and pupils follow the same infection control measures as others. However, the option remains to reintroduce individual risk assessments on the advice of Public Health or government.	<u>low</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	
Poor hygiene practice in school - General	high	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Multiple sinks have been installed at each of the entrances being used to enable children to wash their hands before entry to the building.. • 20 fixed wall sanitiser dispensers wall mounted around school to encourage regular use. These are filled with 70% alcohol sanitiser and are regularly topped up. • Pupils to wash their hands with soap after break times and lunchtimes for no less than 20 seconds and before eating. Snack is eaten after break to 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<p>reduce number of handwashes needed.</p> <ul style="list-style-type: none"> • Soap dispensers have now been made fixed wall dispensers at every sink. • School to use the E-Bug material • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • All utensils are thoroughly cleaned before and after use • The staff in each bubble will clean contact points in the classroom through the day. 					
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		<ul style="list-style-type: none"> • An employed cleaner through TAW or privately sourced will do a daytime clean of touch points, surfaces and toilets. • . • Follow T&W cleaning in school guidance • School staff are aware that cleaning materials are kept in the cleaning cupboard opposite the Pastoral Room and paper towels in store 2. • 2 stage cleaner is marked held in the cleaning cupboard. EN14476 compliant. • Stocks of blue roll, hand sanitiser, soap, antibacterial wipes are all held in the cleaning cupboard. • 2 stage cleaner (EN14476 compliant) and disposable blue roll kept in each classroom + gloves, tissues. • Specific cleaning station identified by signage in each classroom. • School has a weekly delivery set up of cleaning consumables. • Each wing will have a suite of laptops so that wherever possible these are just shared with the wing • Staff do not need to share computers. Each room has a computer/screen to teach from and all teachers, tas, administrators are provided with a personal device – laptop or surface pro. 					
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		<ul style="list-style-type: none"> • Each block of desks has a box of tissues. • Signs at staff use sinks identifying use of elbows and towels to operate. • Cleaning station next to radios with signage. • Increased wipe down signage at each photocopier and equipment held here. • Soft furnishings of staff room to be sprayed down weekly with suitable spray. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Face coverings		<p>Face coverings do not need to be worn by school staff.</p> <p>However, staff may wish to use them in enclosed spaces.</p> <p>Parents and visitors will be asked to wear a face mask and if meeting with a facemask wearing parent, staff may choose to do the same.</p>					
Poor hygiene practice – specific – school entrance	high	<ul style="list-style-type: none"> • Barriers/screens to be used by office staff when dealing with parents/visitors/contractors – glass shutters to be kept closed. • Areas touched to be wiped down 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> • parents only enter the building when absolutely necessary. • Reduce the amount of people accessing reception area at any one time – only 1 family in the reception at once. • School will follow LA cleaning guidance and the update due from PHE. • Inventory system used by school staff who sign in and out with badges wherever possible. • Hand sanitiser positioned next to inventory machine. • Hand sanitiser outside main school entrance. 					
Poor hygiene practice – specific – office spaces.	medium	<ul style="list-style-type: none"> • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	high	<ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus 	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up <p>These have been reviewed for 6.9.21 School will continue to all start and finish at the same time of day.</p> <p>Each year group will have a dedicated collection area and barriers will be used to maintain good flow at each location.</p> <p>The oneway systems will remain in place and gates will open just before drop off and collection times.</p> <p>Wrap around care will revert to a mobile phone system for collection and drop off.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	high	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron (see PPE guidance for schools) All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures 2 members of staff using PPE. No children in school require ongoing intimate care. Any soiled clothes are put into a plastic bag (double bagged) and sent home. Restrict numbers of children using the toilets from separate bubbles. 	<u>medium</u>	<u>medium</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> • Provide paper towels instead of blow dryers (less risk of aerosol). All areas have towel dispensers. • Prop doors open where possible to reduce hand contact surfaces. Doors throughout wing to be propped open. • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
System of Controls - Prevention	High	<p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p>	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		<p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</p> <p>9) Promote and engage in asymptomatic testing, where available</p>					
System of Control - Responsive		<p>Response to any infection</p> <p>10) Promote and engage with the NHS Test and Trace process. Manager to advise Health Protection hub via email of positive cases. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Manager to advise Health Protection hub via email of positive staff. Complete online form to assist with contact tracing https://www.telford.gov.uk/testandtrace</p> <p>12) Contain any outbreak by following local health protection team advice.</p>	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Ill health in school.	High	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, <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 	<u>medium</u>	<u>medium</u>	<u>Mark Davis and Amanda Martin</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> ➤ 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 usually have a cough, it may be worse than usual) ➤ Loss of taste or smell. • Appropriate PPE is 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 (see PPE guidance for schools) • All staff are informed of the procedure in school relating a pupil becoming unwell in school • Any pupil who displays signs of being unwell is immediately referred to Hazel Griffiths. Pupils demonstrating coronavirus or precautionary coronavirus symptoms will be sent home to have a PCR test. If the PCR test is negative they can return to school. If it is positive the pupil must isolate for 10 days and the school will follow the advice from Health Protection Hub about close contacts. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to 					
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		<p>contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</p> <ul style="list-style-type: none"> • If a pupil needs to use the bathroom, they should use a separate bathroom the single toilet opposite the hall which will be cleaned after use. • 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 • 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, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in the medical room where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. 					
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		<ul style="list-style-type: none"> • Following a suspected case head teachers should follow the guidance in appendix 2 • Assess the schools ability to follow T&W cleaning in school guidance, if unable to complete notify the Local Authority <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>					
Management of pupils	High	<p>Should school be advised to do so, school will reinstate year group bubbles and if necessary, class bubbles. Our staffing has been set up for the academic year to enable this.</p> <p>To bring children back into a micing scenario and to reduce number of contacts between children, the school will run in 3 groups.</p> <p>Reception, Year and Year 2; Year 3 and Year 4 Year 5 and Year 6.</p> <p>These groups will have separate assemblies and lunches and play in separate areas.</p>	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

		Whole school groups such as school council and safeguarding squad can run.					
A pupil is tested and has a confirmed case of coronavirus.	high	<p>In line with government advice:</p> <ul style="list-style-type: none"> The pupil will isolate for 10 daysThe Head teacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action. In Early Years children the case needs to be reported to Ofsted <p>All cases need to reported to PHE.</p>	<u>medium</u>	<u>medium</u>	<u>Mark Davis</u>	<u>Ongoing requirement</u>	
Insufficient staff to run face-to-face sessions for pupils.	high	<ul style="list-style-type: none"> Each class is organised with a teacher, teaching assistant and lunchtime supervisor. In the event of teacher absence, supply teachers will be used or the teacher will teach over teams with teaching assistant report. Or, teaching assistants will cover the class. <p>If none of those options are available and an alternative cannot be put in place, the class will be closed and revert to remote education.</p>	<u>low</u>	<u>medium</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Poor pupil behaviour increases the risk of the spread of the infection.	high	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence 	<u>low</u>	<u>low</u>	<u>Emma Oakley</u>	<u>01.09.21</u>	

		<ul style="list-style-type: none"> • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. • Follow T&W PPE guidance <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> • Specific arrangements for pupil transport have been risk assessed and agreed with local providers – this is not applicable to our setting • Leaders and staff should review individual pupils' handling plans, including the use of PPE (see PPE guidance) • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • Review individual communication plans where close proximity is expected e.g. on-body signing • Plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with 	<u>low</u>	<u>low</u>	<u>Emma Oakley</u>	<u>1.9.21</u>	

		<p>parents and pupils prior to pupils returning to school.</p> <ul style="list-style-type: none"> Follow T&W PPE guidance <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	medium	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school – recovery curriculum approach is used. Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>low</u>	<u>low</u>	<u>Emma Oakley and Amanda Martin</u>	<u>1.9.21</u>	
Increased number of safeguarding concerns.	High	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns – capacity increased so Assistant Head is not classroom facing. Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	

Emergency evacuation due to fire etc.	medium	<ul style="list-style-type: none"> Practice fire drill completed in first week Leaders to communicate procedures to all staff 	<u>low</u>	<u>low</u>	<u>Suzanne Lees</u>	<u>1.9.21</u>	
Cleaning is not sufficiently comprehensive.	Medium	<ul style="list-style-type: none"> Regular reviews and audits by the cleaning service 	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Contractors, deliveries and visitors increase the risk of infection.	medium	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drop boxes in place at the school office for this purpose. Drivers are not 	<u>low</u>	<u>low</u>	<u>Suzanne Lees</u>	<u>1.9.21</u>	

		<p>permitted to enter the school premises when making deliveries</p> <ul style="list-style-type: none"> • If drivers have to enter school site e.g. pallet delivery, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Parental visits to school	Medium	<ul style="list-style-type: none"> • Wherever possible, staff should talk to parents outside, on the phone, or over teams. However, it is sometimes necessary and appropriate to talk to parents face to face in school. • In this situation, parents are asked to wear a mask and it would be appropriate for the member of staff meeting with them to do so as well. <p>School will keep parent events under review and plans to reintroduce them. However, it will see what impact the return to school has on local infection levels before making this decision. A decision will therefore be taken and the next review.</p>	<u>low</u>	<u>low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Professional Visitors	medium	<ul style="list-style-type: none"> • Pre questionnaire completed by professional visitor 	<u>low</u>	<u>low</u>	<u>Suzanne Lees</u>	<u>1.9.21</u>	

		<ul style="list-style-type: none"> • hands on entry to the school site • Professional visitors are directed to specific/designated handwashing facilities • All areas in which Professional visitor work are cleaned in line with government guidance 					
Breakfast club/After school provisions	High	Wrap around care keeps the 3 groups separate where possible, but will combine when needed. ,. E.g. Y3 4 sit at one table and Y5/6 at another.	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>1.9.21</u>	
Testing of staff and pupils and families.	Low	<p>The asymptomatic testing programme in education currently covers all staff at school– see further details in LFT testing in secondary/primary or special schools.</p> <p>Testing packages are available to all staff and there is a separate risk assessment in place for this.</p> <ul style="list-style-type: none"> • 	<u>Low</u>	<u>Low</u>	<u>Mark Davis</u>	<u>3.3.21</u>	

Staffroom and offices

Capacity limits are no longer in place. However, these spaces must be well ventilated and staff may wish to mask in crowded spaces.

Classroom expectations

On 6th September, each group will make a charter/ review expectations. This will be revisited after the half-term break. This is revisited at the start of the January term.

You do not need to	You can	You <u>do</u> need to	You can't
Face the front Quarantine anything Have resource bags Put children in rows	Resume school council, safe guarding squad etc. Work and mix across your wing/phase (R/1/2) (Y3/4 (Y5/6) Staff can mix whole school Have assemblies - but only as R/1/2; 3/4 and 5/6 Plan educational visits	Continue with handwashing and general hygiene measures Keep children in their block for the time being (R/1/2) (Y3/4 (Y5/6) Continue to clean contact points have a cleaning box and tissues on each table Be prepared to go to year group bubbles again Keep the windows open (expect further ventilation info) Have a cleaning and PPE box in the your class, as last year.	Invite parents in yet Work classes of children cross phase outside of your blocks