The Ridge Primary School

Generic Risk Assessment conducted by: **Dudley MBC**

Amended for The Ridge by: **Mrs. D. Hudson**	Job title: **Head Teacher**	Covered by this assessment: **Pupils, Staff, Parents, Visitors**
Date of original assessment: **28/08/2020** Latest Review **Date- 09/09/2021**	Approved by Governors: **01/09/2020**	Date of next review: **30/09/2021**

The sole purpose of this risk assessment is to support the schools in responding to coronavirus cases and remaining open to pupils while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

Guidance issues for the Autumn Term 2021 indicates that whilst national restrictions have been removed, schools are required to have measures in place such as handwashing, respiratory hygiene, enhanced cleaning and ventilation to mitigate against coronavirus. The school will monitor the impact of these measures alongside and reporting cases to Public Health. If cases rise, additional measures will be put in place, which can then be relaxed once cases fall. A summary of this approach is found in The Ridge Covid-19 Contingency Plan. These additional measures are highlighted in grey in this risk assessment.

...the historic capital of the Black Country

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
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	Medium	To ensure that all relevant guidance is followed and communicated: • 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, and review its risk assessment accordingly • Information on the school website is updated. • Staff updated by email or through meeting (zoom or socially distanced) • Pupils updated via verbal message from staff	**Low**	**Low**	**DAH/VD**	**As required**	

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
		• Parents and Carers updated via email/text/website update as necessary • Any change in information to be shared with Chair of Governors As a result, the school has the most recent information from the government, and this is distributed throughout the school community.					
Poor communication with parents and other stakeholders	Medium	• All staff/pupils aware of current actions and any changes to requirements using school communication systems • Headteacher to share risk assessment with all staff • Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice.	Low	Low	DAH	As required	
Lack of awareness of policies and procedures	Medium	• School leaders will ensure that all policies impacted on by coronavirus controls are updated as required. • All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy	Low	Low	DAH DAH VD	As required Ongoing	

...the historic capital of the Black Country

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

		- Infection Control Policy
		- First Aid Policy
		- Intimate Care Policy
		- Behaviour and School Discipline Policy
		- Staff absence reporting procedures
		• Staff will share the policies and any changes in an age appropriate way with pupils.
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		   - 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.
		• Staff are made aware of the school's infection control procedures and any changes, in relation to coronavirus
		• Parents are made aware of the school's infection control procedures and any changes in relation to coronavirus via letter/social media/information on school website/ poster at
					Staff
					
					DAH
					
					DAH
					
					DAH
					
					DAH
						On-going
						
						As required
						
						As required
						
						As required	

...the historic capital of the Black Country

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
		entrance to school – they are informed that they must contact the school as soon as possible if there child returns a positive test result. • Pupils are made aware of the school's infection control procedures in relation to coronavirus. All are informed that they must tell a member of staff if they begin to feel unwell. • Parents are informed that pupils showing any of the three classic covid symptoms are isolated in school until they are collected. Parents are requested to access a PCR test and the pupil self isolates until the results are known. • Parents are informed that pupils displaying diffuse symptoms are advised to access a PCR test. The pupil may remain at school until the results are known. If positive, the pupil self isolates. • Verbal and/or electronic briefing issued to staff as required. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.			**Staff** **DH** **DH**	**Ongoing** **06.09.21 and as required** **06.09.21 and as required**	
Poor hygiene practice in school - **general**	Medium	• 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) • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds	**Low**	**Low**	**VD** **Staff**	**Ongoing** **Ongoing**	

...the historic capital of the Black Country

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
		• Teachers to reiterate key messages in class-time (when directed) to pupils to: 　- Cover coughs and sneezes with a tissue, 　- To throw all tissues in a bin 　- To avoid touching eyes, nose and mouth with unwashed hands.			**Staff**	**Ongoing**	
		• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors			**VD/LR**	**On-going**	
		• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance			**Staff**	**On going**	
		• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all classrooms, toilets and kitchen areas			**LR**	**On going**	
		• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas. Handwashing to be done in classroom rather than toilet areas to ensure adequate supervision. Where toilet doors are closed, pupils who have washed their hands, wash for a second time in the classroom.			**Staff**	**On going**	
		• Pupils and staff do not share cutlery, cups or food.			**Staff**	**On going**	
		• Staff to provide their own cup and utensils			**Staff**	**On going**	

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
		• All utensils are thoroughly cleaned before and after use • Additional cleaning is done during the day by cleaners employed by the school, by the Site Manager and by Classroom based staff. Door handles, doors, bannisters, toilets are cleaned during the day by the end of morning school and after school. Paper/hand towels are refilled regularly (twice daily). As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.			**Staff** **VD/LR**	**On going** **On going**	
Poor hygiene practice – **specific – school entrance**	Medium	• Clear signage in place regarding social distancing • Glass screens and office door to be kept closed when dealing with parents/visitors/contractors • Office staff to complete signing in book for any visitors remaining on site. Relax requirement for them to sign. • Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. • All staff to wash hands/sanitise on arrival As a result, reception staff are protected.	**Low**	**Low**	**VD** **VD** **VD** **VD/LR** **DAH/VD** **LR** **Staff**	**As required** **On-going** **As required** **On going** **As required** **As required** **On going**	

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
Poor hygiene practice – specific – office spaces.	Medium	• Start and end times for administrative staff are staggered to support social distancing • Tissues/hand sanitiser to be available in office locations • Staff to wash hands/sanisise on arrival at school • Each individual is responsible for wiping down their own work area before and after use. • Glass door and office window to remain closed. • Staff to avoid going in to the main school office wherever possible. Box of keys to be available from the front desk. As a result, office practice in office spaces limits the risk of the spread of any infection.	Low	Low	VD VD/LR Staff Staff Office Staff Staff	As required On going On going On going As required As required	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	In line with government advice: • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about changes to arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of changes to their allocated times for the beginning and end of their school day. • Inform each year group and their parents of changes to the allocated entrance and exit points to school and where they	Low	Medium	DAH DAH DAH	On-going As required As required	

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
		should go on arrival .			DAH	As required	
		• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.			Staff	On-going	
		• Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed.			VD	On-going	
		• Ensure supervision of any hand sanitiser use, given risks around ingestion.			Staff	On going	
		• Small children and pupils with complex needs should continue to be helped to clean their hands properly.			Staff	On going	
		• Pupils to be supervised in accessing hand-washing facilities on arrival.			Staff	Ongoing	
		• All staff to wash hands/sanitise on arrival in school			Staff	Ongoing	
		• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day			DAH	As required	
		• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport			DAH	As required	
		• Issue information to pupils in relation to any restrictions on their movement around the site As a result, the risk of infection is reduced as pupils and staff arrive at school.			VD/LR	As required	

...the historic capital of the Black Country

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
Poor hygiene practice – specific – toilet/changing facilities.	Medium	• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow intimate care procedures (see policy) • Any soiled clothes are put into a plastic bag (double bagged) and sent home. • After use of the staff toilet, the seat to be wiped with antibacterial wipe As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.	Low	Low	Staff Staff Staff Staff Staff Staff	Ongoing Ongoing Ongoing Ongoing Ongoing As required	
Poor hygiene practice – specific - end of the school day.	High	• Issue information to parents about departure procedures, including safe pick-up • Inform parents of staggered collection times for the end of their school day. • Inform parents of the allocated exit points and pick up points .	Low	medium	DAH DAH DAH	As required As required As required	

...the historic capital of the Black Country

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
		• Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely			DAH	As required	
		• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. As a result, the risk of infection is reduced as pupils and staff leave school.			DAH	As required	
Ill health in school.	High	• Staff are informed of the symptoms of possible coronavirus infection, i.e. a cough, difficulty in breathing and high temperature, change to sense of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus	Medium	Low	DAH	1.09.20	
		• All staff are informed of the procedure in school relating a pupil becoming unwell in school			DAH	02.09.21	
		• All staff advised of the procedure in school if a member of staff becomes unwell.			DAH	02.09.21	
		• Ensure all staff absences are appropriately recorded.			DAH	On going	
		• Any pupil who displays signs of being unwell is immediately					

...the historic capital of the Black Country

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
		referred to the designated member of staff			DAH	As required	
		• Any staff member who displays signs of being unwell immediately refers themselves to the School Business Manager and is sent home			VD	As required	
		• Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Headteacher's Office whilst they wait for their parent to collect them. School admin team to contact parents. Parents asked to collect the pupil as quickly as possible and are requested to access a PCR test. The pupil self isolates until the results are known.			DAH	As required	
		• Parents are informed that pupils displaying diffuse symptoms are advised to access a PCR test. The pupil may remain at school until the results are known. If positive, the pupil self isolates.			VD /DAH	As required	
		• If a pupil needs to use the bathroom, they should use a separate bathroom (the accessible toilet) which will be cleaned after use.			DAH	As required	
		• 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 and visor should be worn by the supervising adult.			DAH	As required	
		• If contact with a child or young person is necessary, then gloves and an apron should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn.			DAH	As required	
		• The relevant member of staff calls for emergency assistance					

...the historic capital of the Black Country

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
		immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in head teacher's office 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. 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.			DAH / DHY DAH VD/LR	As required As required As required	
A pupil is tested and has a confirmed case of coronavirus.	Medium	In line with government advice: • The Headteacher will contact notify Dudley Public Health CYP, using the Infectious Disease Notification system. • Refer to the school symptom management Standard Operating Procedure (SOP) • Where a threshold of infection is reached act on advice from PHE's local protection teams. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	Medium	Low	DAH	As required	

...the historic capital of the Black Country

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
Insufficient staff to run face-to-face sessions for pupils.	High	• Leaders to risk assess each staff absence and decide the action to be taken, assessing if it is appropriate to bring in supply staff or to make other arrangements so that class/school can open safely. If not, classes/the school will need to be closed and pupils take up remote learning. As a result, where possible, sufficient staff cover in place to provide the face-to-face support sessions for pupils. If insufficient staffing is available, a move to remote learning will be made.	Low	Low	DAH	On going	
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	• Staggered starts to be put in place for break time and lunchtime • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime • Staggered use of the hall with some classes eating in classrooms to reduce movement and maintain social distancing. • Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited. • Pupils to be supervised in washing hands before and after lunch • Screen provided to protect food in canteen when pupils purchase food • Tables to be cleaned between year groups using lunchtime facilities	Low	Low	DAH Staff Lunchtime Staff Lunchtime Staff Lunchtime Staff	As required As required As required As required As required Ongoing	

...the historic capital of the Black Country

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
		• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness As a result, the risk of infection during unstructured time is reduced.			**Lunchtime Staff**	**On going**	
Organisation of Teaching and Learning	Medium	• All staff to wear a face covering in all communal areas of the school. • Staff advised that they may wear a facemask and/or visor when working in the classroom or with children. • Ensure adequate ventilation, whilst maintaining an ambient temperature. Dress code for staff to be relaxed so that staff are able to stay warm in colder weather. • Children to be encouraged to wear layers and where necessary outdoor clothing to keep warm. Consideration to be given to relaxing uniform requirements. • Leaders to calculate capacities of rooms for small group/intervention to support social distancing. • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Timetable reviewed and refreshed and programme	**Low**	**Low**	**Staff** **DAH** **DAH** **DAH** **DAH** **Staff** **Staff**	**As required** **As required** **As required** **As required** **As required** **As required** **As required**	

...the historic capital of the Black Country

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
		communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms. • Reading and phonics groups to be suspended. 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.			JHa/RB Staff Staff	As required As required	
Spread of infection in classrooms/shared areas.	Medium	• All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • All soft furnishings and items that are hard to clean to be removed • Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible • Tissues and soap to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be	Low	Low	LR / Staff LR DAH/VD Staff LR	As required As required As required Ongoing Ongoing	

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
		minimised. Doors to be kept open • Windows to be opened to provide through ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared telephone and gate control handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources (including PE equipment) to be cleaned prior to and after use - ipads to be wiped down with anti bacterial wipes • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Only one member of staff to be in staff toilet at any one time. Staff to be reminded to adhere to social distancing at all times in particular around the staffroom and corridor outside staff toilets. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc			LR LR DAH LR/ Staff Staff/VD Staff Staff /VD Staff DAH VD /LR	Ongoing Ongoing As required Ongoing Ongoing Ongoing Ongoing Ongoing As required On going	

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
		• Staff must wash and dry their own cups, plates and utensils, using disposable towels or place them in the dishwasher. As a result, the risk of infection to staff and pupils in classrooms is reduced.			As required	On going	
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	• Pupils are reminded regularly of the behaviour policy • 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 • Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. As a result, pupils and staff understand the behaviour policy/individual plans in context.	Low	Low	Staff Staff DAH	Ongoing On going As required	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Low	• Specific arrangements for pupil transport have been risk assessed and agreed with local providers (N/A) • Leaders and staff should review individual pupils' handling plans, including the use of PPE (N/A)	Low	Low	DAH Staff	As required As required	

...the historic capital of the Black Country

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
		• Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • 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 parents and pupils prior to pupils returning to school. As a result, pupils with complex needs are well supported.			**SENCO** **Staff** Senco	**As required** **Ongoing** **As required**	
Safeguarding concerns	Medium	• Safeguarding provision (welfare calls/home visits/ risk assessments) to be put in place to support self isolating pupils or where remote learning is required. • Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns • Follow up any referrals made by staff swiftly, while maintaining	**Low**	**Low**	**DAH**	**As required**	

…the historic capital of the Black Country

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
		social distancing. As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	Medium	• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff • Staff to communicate emergency evacuation procedures to pupils. As a result, social distancing is maintained in the event of an emergency evacuation.	**Low**	**Low**	**DAH**	**Ongoing / as required**	
Cleaning is not sufficiently comprehensive.	Medium	• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning • After lunch, whilst pupils are out of the classroom, lunchtime supervisor to clean tables/door handles with a disinfectant	**Low**	**Low**	**LR** **VD**	**ongoing** **On going**	

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
		spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • 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 Early Years). As a result, high standards of cleanliness are maintained in school.			**VD Lunchtime staff** **VD/LR** **LR**	**On going** **On going** **On going**	
Contractors, deliveries and visitors increase the risk of infection.	Medium	• 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/sanitise either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing/sanitisation 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	**Low**	**Low**	**VD/LR** **VD/LR** **VD** **VD** **LR** **VD** **VD**	**As required** **As required** **On going** **On going** **On going** **On going** **On going**	

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
		• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries			VD	As required	
		• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building			VD	As required	
		• Surfaces to be cleaned after any deliveries have been made. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.			VD/LR	On going	

Additional school-specific arrangements relating to risk assessment for enhanced measures

...the historic capital of the Black Country

- Accommodation and Staffing
- First Aid and Medication
- Infection Control
- Illness
- Parental Communication with School
- School Behaviour and Disciple Policy (Codicil – Summer 2020)
- Start and End of School Day
- Staff Breaks and Use of Staffroom
- Structure of the School Day

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

...the historic capital of the Black Country

- 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-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stressParents: 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
- Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

...the historic capital of the Black Country