

## Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1<sup>st</sup> September 2020

### The Brier School

Assessment conducted by: D Stanton / J Edwards	Job title: Head Teacher / Assistant Head Teacher	Covered by this assessment: The Brier School for all Children and Staff
Date of assessment: July / August 2020	Date of next review: Week Beginning 1st September 2020	

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
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. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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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"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Information on the school website is updated.</li> <li><b>Pupils and Parents</b> updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	D Stanton in first instance cascading down to relevant SLT member	<p>Ongoing as advice is coming into school regularly.</p> <p><b>UPDATE ON WEDNESDAY 26<sup>TH</sup> AUGUST FOLLOWING SLT MEETING.</b></p>	D Stanton
Poor communication with parents and	High	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> </ul>	Low	Low	D Stanton and J Edwards	Week beginning the 1 <sup>st</sup> of	D Stanton

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other stakeholders	High	<ul style="list-style-type: none"> <li>• Headteacher to share risk assessment and Recovery Plan with all staff in August via email</li> <li>• Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>				September 2020	P Roberts for ICT support.
Lack of awareness of policies and procedures		<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are update</li> <li>• KCSIE 2020 will be used to update Safeguarding Policy for September encompassing the mental health of students.</li> <li>• 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"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>- School Safeguarding Policy</li> </ul> </li> </ul> <p>COVID FILE TO BE updated IN THE SCHOOL 'ONE DRIVE to reflect new guidance</p> <ul style="list-style-type: none"> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 <a href="https://www.hse.gov.uk/riddor/">https://www.hse.gov.uk/riddor/</a></li> <li>- The Health Protection (Notification) Regulations 2010</li> </ul> </li> </ul>	Low	Low H	A Whitnall for Policies and P Roberts for Folder and Web Page insertion.	Week beginning the 1 <sup>st</sup> of September 2020	A Whitnall

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		<p><a href="http://www.legislation.gov.uk/ukxi/2010/659/contents/made">http://www.legislation.gov.uk/ukxi/2010/659/contents/made</a></p> <ul style="list-style-type: none"> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' <a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings' <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></li> </ul> <p><b>LINKS ADDED TO THE NEW OPENING RISK ASSESSMENT WHICH WILL BE SHARED WITH ALL STAFF.</b></p> <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email and <b>using Dudley's Infection Control Guidance.</b></li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• <b>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</b></li> </ul>		Low	<p>A Whitnall for CPD. All staff to complete</p> <p>Letter to go out to all Parents with clear guidelines D Stanton and J Edwards</p>	<p>Week beginning the 1<sup>st</sup> of September 2020</p> <p><b>Date to be confirmed</b></p>	<p>A Whitnall</p> <p>D Stanton P Roberts to post letter on website</p>

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		<ul style="list-style-type: none"> <li>Daily briefing issued to staff either Face to Face while social distancing due to low numbers or via electronic methods.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school - <b>general</b>	High	<ul style="list-style-type: none"> <li>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).</li> <li>Checks made to taping on floors – does this need replacing?</li> <li>Sanitising Station in reception to be well stocked with supplies</li> <li>Resend Powerpoint to Teachers used in June to go over with children again</li> <li>Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds – organisation of class teachers for routine purposes</li> <li>Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>Cover, coughs and sneezes with a tissue,</li> <li>To throw all tissues in a bin</li> <li>To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors</li> <li>Make sure there is a full stock of tissues in each classroom</li> </ul>	Low	<p>Low</p> <p>Low</p> <p>Low</p>	<p>K Hill and Site Staff</p> <p>All teaching and support staff</p> <p>K Hill for ordering and reception areas. Teachers to check and maintain.</p>	<p>Week beginning the 1<sup>st</sup> of September 2020</p> <p>As matter of urgency from Week beginning the 1<sup>st</sup> of September 2020</p> <p>As matter of urgency from Week beginning the 1<sup>st</sup> of September 2020</p>	<p>K Hill, D Stanton and Site Staff – Walk of school to check</p> <p>Pod Leaders to check if this has been done.</p> <p>Pod Leaders to check if this has been done.</p>

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		<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Pupils and staff do not share cutlery, cups or food. <b>Hot meals to be offered to Bubble Groups in the Hall. Sandwiches to remain in classrooms?</b></li> <li>• Staff to bring in their own cups and utensils</li> <li>• All utensils are thoroughly cleaned before and after use <b>Utensils should not be required or should be cleaned in Dishwasher at higher temperature than hand washing.</b></li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day (<b>before school, after breaktime, after lunchtime and at end of the day</b>) and paper/hand towels are refilled regularly – <b>to be checked hourly by Support Staff in School.</b></li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>		<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>J Edwards to add link to Risk Assessment</p> <p>K Hill for ordering and reception areas. Teachers to check and maintain.</p> <p>All Staff</p> <p>Cleaning Staff and Support Staff</p>	<p>(staff in school) and ongoing.</p> <p>As matter of urgency from <b>week beginning of 1st of August</b>(staff in school) and ongoing.</p> <p>Ongoing</p> <p>Ongoing</p>	<p>J Edwards</p> <p>Pod Leaders to check if this has been done.</p> <p>SLT</p> <p>SLT</p>

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Poor hygiene practice – <b>specific – school entrance</b>	Medium	<ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing <b>Table in reception with guidance and Hand Sanitiser</b></li> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors – <b>Screen already in place in reception and no access without consent to the main area of the school due to electronic door system.</b></li> <li>Areas touched to be wiped down <b>including staff signing in screen</b></li> <li>Discourage parents from entering the school building - <b>clear guidance to be given to Parents before arrival on first day</b></li> <li>Rearrange furniture in reception area to facilitate social distancing. <b>REMOVAL OF SOFT FURNISHINGS FROM AIRLOCK SOCIAL DISTANCING ON SEATING IN ENTRANCE AREA AND CLEANING OF CHAIRS DAILY.</b></li> </ul>	Low	<p>Low</p> <p>Low</p>	<p>Reception Staff to maintain and give instruction to visitors.</p> <p>Cleaning Staff and Reception Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>R Logan as Office Manager</p> <p>SITE STAFF</p>
Poor hygiene practice – <b>specific – office spaces.</b>	Medium	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Low	Low	Reception Staff and Office Manager to organise start and end times.	Ongoing	Office Manager
Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b>	HIGH	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus <b>THIS CAN ONLY BE DONE THROUGH ASKING PARENTS, CARERS AND VISITORS BUT WE HAVE NO WAY OF CHECKING WHAT HAS BEEN DISCLOSED.</b></li> </ul>	Medium	High	Parents and Visitors to be notified via letter and through reception posters	Ongoing	Reception Staff to call SLT for clarification if needed.

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		<ul style="list-style-type: none"> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up <b>To be done via letter and email prior to opening.</b></li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival To be done by individual student letter and through SLT on the only entrance into school. DUTY STAFF ON DOOR TO WELCOME CHILDREN FROM TAXI'S / CARS TO WEAR PPE. <b>ANY CONCERNS SHOULD BE RAISED WITH SLT IMMEDIATELY.</b></li> <li>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. 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.</li> <li>Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>Ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> </ul> <p>To be done in classrooms when entering and this can then be staggered and monitored closely by staff.</p> <ul style="list-style-type: none"> <li>All staff to wash hands on arrival in school</li> </ul>	<p>LOW</p> <p>Low</p>	<p>Low</p>	<p>D Stanton</p> <p>Duty Staff and SLT</p> <p>Teaching Staff and Support Staff</p> <p>D Stanton and J Edwards for letter. Duty Staff for monitoring</p>	<p>Via WEBSITE WEEK BEGINNING 17<sup>TH</sup> AUGUST ON HOMEPAGE</p> <p>Ongoing</p> <p>Ongoing</p> <p>Week beginning of 1<sup>st</sup> of September and ongoing while school is open and</p>	<p>D Stanton</p> <p>SLT</p> <p>SLT</p>



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		<ul style="list-style-type: none"> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day The following points to be conveyed through letter sent before opening. To be monitored by SLT and Duty Staff at the beginning and end of the day.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. School to work with Transport focusing on class bubbles – mirroring transport with class bubbles where possible</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site Children are not to be used for ‘jobs’ (areas of normal responsibility) and will remain in their ‘bubble area’ within school during the day</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. Teachers and support staff to escort at beginning and end of day. Monitoring of hand washing after certain activities. Can be done in Bubbles. As a result, the risk of infection is reduced as pupils and staff arrive at school.</li> </ul>			Teachers and support staff.	while social distancing is needed.  As above	
Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	High	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures for the Brier School.</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul>	Low	Low	Trained staff who normally complete these daily routines.	Ongoing and as and when required.	SLT



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		As a result, the risk of infection is reduced as pupils and staff leave school.					
Ill health in school.	High	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></li> <li>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. <b>STOCK OF PPE TO BE AVAILABLE IN THE ROOM READY FOR USAGE.</b> Order completed with Dudley Local Authority and in school. <b>NEW STOCK TO BE ORDERED IN PREPARATION</b></li> <li>All staff are informed of the procedure in school relating a pupil becoming unwell in school – <b>to be done verbally in Induction Briefing on a regular basis and in Risk Assessment.</b></li> <li>All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>Ensure all staff absences are appropriately recorded.</li> <li>Any pupil who displays signs of being unwell is immediately referred to <b>The Conference Room or Rainbow Pod Care Room due to lack of resources ready for Deep Cleaning. D STANTON OR A WHITNALL TO BE INFORMED IMMEDIATELY. PARENTS ARE TO BE CALLED TO COLLECT WITHOUT QUESTION.</b> <b>To be REINFORCED by individual student letter and through SLT on the only entrance into school.</b></li> </ul>	Low	Low if maintained.	<p>Teacher of Support Staff to take lead and remove student to holding room.</p> <p>Site Team to make sure PPE is available.</p> <p>Teacher of Support Staff to take lead and remove student to holding room. D Stanton and A Whitnall</p>	<p>Week beginning of 1<sup>st</sup> of June and ongoing while school is open to any student or staff member</p> <p>Ongoing while school is open to any student or staff member</p>	<p>SLT J Edwards</p> <p>D Stanton and A Whitnall</p>

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		<ul style="list-style-type: none"> <li>Any staff member who displays signs of being unwell immediately refers themselves to <b>The Conference Room or Rainbow Pod Care Room due to lack of resources ready for Deep Cleaning. D STANTON OR A WHITNALL TO BE INFROMED IMMEDIATELY</b> and is sent home.</li> <li><b>FOLLOW DUDLEYS GUIDANCE FOR ALL POSSIBLE CASES</b></li> <li>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 contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>If a pupil needs to use the bathroom, they should use a separate bathroom – <b>Rainbow Pod Care Room</b> which will be cleaned after use.</li> <li>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn.</li> <li>The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen</li> <li>Unwell pupils who are waiting to go home are supervised in <b>The Conference Room or Rainbow Pod Care Room due to lack of resources ready for Deep Cleaning.</b> where they can be at least two metres away from others.</li> <li>Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul>					

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		<p><b>THE FIRST AID ROOM IS NOT TO BE USED FOR HOLDING STUDENTS WHO ARE SHOWING SYMPTOMS.</b></p> <p><b>CHILDREN WHO REQUIRE MEDICATION WILL STILL USE FIRST AID ROOM AS THEIR BASE</b></p> <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> <p>On 6th August, the DfE released an addendum to the attendance guidance for schools.</p> <ul style="list-style-type: none"> <li>• This allows for attendance code X to be used for any pupil who does not attend due to coronavirus symptoms, self-isolation, quarantine or lock down.</li> <li>• If a child tests positive or continues to be ill with a different illness they should be coded I once the test result is known.</li> <li>• Code X is not counted as absence in the census.</li> <li>• Code X does not cover pupils or parents who do not return because they do not believe it is safe.</li> </ul>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	High	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils <b>THAT ALL CHILDREN ARE TO ATTEND UNLESS SHIELDING**</b> and the times they are to attend.</li> </ul> <p><b>**Children with underlying medical conditions may still be requested to remain at home based on their diagnosis. Communication will be held with Parents, School, Consultants and Social Care (If applicable). Should this be the case then this will be looked at on a child by child basis and alternatives offered to the family in order for their child to continue to receive some form of education. This may be made up of daily emails</b></p>	Low				

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		<p><b>and electronic work from teachers, hard copies of work to be completed at home or the use of AV1 Robots in liaison with Cherry Trees Learning Centre.</b></p> <p>Clear rationale, individual risk assessments <b>AND LIAISON WITH MEDICAL PROFESSIONALS</b> to see who can <b>NOT</b> return in the first instance. Phased returned used to reduce initial numbers.</p> <p>Reception children to be inducted the following week after Years 1 to 11 have returned.</p> <ul style="list-style-type: none"> <li>Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that <b>pupils can be seated, forward facing wherever possible</b></li> </ul> <p>2 Bubbles to be used and numbers not to exceed maximum capacity for these bubbles unless directed by Government to change social distancing rules.</p> <p><b>Primary and Secondary Bubbles to be created (KS1/2 and KS3/4)</b></p> <ul style="list-style-type: none"> <li><b>Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes.</b></li> <li><b>Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</b></li> <li><b>Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone.</b></li> <li>Timetable reviewed and refreshed and programme communicated to teachers and staff. <b>Limitation on staff movement between Bubbles wherever possible. NOT CRITICAL</b></li> </ul>					

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		<ul style="list-style-type: none"> <li>Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms</li> </ul> <p>Children to remain in Bubbles throughout the day to reduce possible cross contamination.</p> <ul style="list-style-type: none"> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils.</li> </ul> <p>CHILDREN UNABLE TO RETURN FOR MEDICAL CONDITIONS TO BE DISCUSSED WITH CHERRY TREES LEARNING CENTRE FOR TRIAL WITH AV1 ROBOTS. STAFF TO BE TRAINED FOR THOSE USING THESE DEVICES IN SEPTEMBER.</p> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
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"> <li>The rest of the class/group should be advised to self-isolate for 14 days.</li> </ul> <p>SCHOOL TO FOLLOW DUDLEY GUIDANCE WHEN LOGGING A CONFIRMED RESULT</p> <p>Reception staff to be ready to prepare details for SLT member logging confirmed case.</p> <ul style="list-style-type: none"> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p> <p>SCENARIO A – BUBBLE IS CLOSED FOLLOWING CONFIRMED CASE</p>	Medium		D Stanton and A Whitnall	When required upon confirmed case	D Stanton and A Whitnall

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
		<p>SCENARIO B – SCHOOL IS CLOSED FOLLOWING CONFIRMED CASE HEADTEACHER TO MAKE DECISION AND LIAISE WITH DUDLEY LA</p> <p>PARENTS TO BE INFORMED OF ISOLATION PROCEDURES.</p>					
Insufficient staff to run face-to-sessions for pupils.	High	<p>ALL STAFF ARE EXPECTED TO BE READY TO WORK FROM THE 1<sup>ST</sup> OF SEPTEMBER UNLESS MEDICAL EVIDENCE HAS BEEN PROVIDED. STAFF RETURNING FROM HOLIDAYS HAVE BEEN WARNED ABOUT QUARANTINE PROCEDURES AND AGAIN WILL BE EXPECTED TO BE READY TO WORK.</p> <p>Liaise with HR regarding staff not able to work from the 1<sup>st</sup> of September 2020.</p> <ul style="list-style-type: none"> <li>Leaders to ensure that they have updated the complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school <i>Completed via staff risk assessment.</i></li> <li>Leaders to ensure that the clinically extremely vulnerable are not in attendance at school if maintained by the Government <i>As above.</i></li> <li>Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place – via A Whitnall before 7.30am in a morning</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate or to make the decision that the school should close due to staffing levels and lack of experienced staff to dealing with vulnerable children.</li> <li>SUPPLY STAFF CAN BE USED TO COVER ABSENCE IN THIS SITUATION.</li> </ul>	Low	Low	D Stanton and K Hill with A Whitnall for Cover	Completed JULY 2020. To be reviewed regularly due to circumstances.	D Stanton



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
		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> <li>• Staggered starts to be put in place for breaktime and lunchtime</li> <li>• One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Children to remain in Bubbles throughout the day including during break and lunchtimes.               <ol style="list-style-type: none"> <li>1. KS1 including Reception – Rainbow Pod and Rainbow Pod outdoor area</li> <li>2. KS2 – Sparkle Pod AND AMBER GROUP and Playground</li> <li>3. KS3 and 4 – Opals and Crystals area and KS4 outdoor area.</li> </ol> </li> <li>• Allocated outdoor areas for each year group to be identified for breaktime and lunchtime – See above</li> <li>• Lunchtime to be staggered for different year groups               <ul style="list-style-type: none"> <li>12.00pm - Rainbow Pod in classrooms for lunch</li> <li>12.05pm - Sparkle Pod</li> <li>12.30pm - Gemstones – Playground first</li> <li>12.35pm - Opals and Crystals – Playground first</li> <li>Lunch to finish at 1.00pm</li> </ul> </li> <li>• Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited <u>or cleaned after use.</u></li> <li>• Pupils to be supervised in washing hands before and after lunch</li> <li>• In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Screen provided to protect food in canteen when pupils purchase food</li> </ul>	Low	Low	<p>Kitchen Staff for production of MEALS</p> <p>Parents for own packed lunches.</p> <p>Teachers and Support Staff on duty at lunchtimes to monitor.</p> <p>Parents to be informed through letter before start date.</p>	Ongoing	<p>D Stanton and Kitchen Manager.</p> <p>Pod Leaders</p>

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
		<ul style="list-style-type: none"> <li>• Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition). <b>No money to be accepted in school.</b></li> <li>• Tables to be cleaned between year groups using lunchtime facilities.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• <b>Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing.</b></li> <li>• <b>NO ASSEMBLIES TO BE OFFERED UNLESS THROUGH CLASSROOMS VIA TEAMS. SINGING TO BE REDUCED DUE TO POSSIBLE INCREASE IN INFECTION RATES.</b></li> <li>• <b>PE LESSONS TO BE CONDUCTED OUTSIDE WHEREVER POSSIBLE. CHILDREN TO NOT GET CHANGED FOR PE.</b></li> <li>• <b>SOFT PLAY AREAS TO BE RESTRICTED. IF USED, NEXT USE MUST BE AFTER 72 HOURS.</b></li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>• All unnecessary items to be removed from classrooms and learning environments <b>and stored elsewhere?</b></li> <li>• All soft furnishings and items that are hard to clean to be removed</li> <li>• Class sizes INCREASED</li> <li>• <b>Follow new guidance re class sizes for primary and secondary</b></li> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - <b>Follow new guidance re class sizes for primary and secondary</b></li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> </ul>	Low	Low	Bubble Staff and Site Team if larger pieces need removing.  Site Team and Support Staff to maintain and monitor.	Before opening to ALL students	Site Team, Kaye Hill and D Stanton to walk site before opening to check.

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
		<ul style="list-style-type: none"> <li>• Contact with communal surfaces, such as door handles etc to be minimised. <b>Doors to be kept open – Use of electronic door system to be discussed as this may not be possible.</b></li> <li>• Where possible, windows to be opened to provide ventilation. <b>SCHOOL TO PROVIDE EQUIPMENT WHICH WE THEN STERILISE AT THE END OF THE DAY.</b></li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.</li> <li>• Shared teaching resources to be cleaned prior to and after use – <b>at the end of every day or after use if possible. Support staff to use time at the end of the day to clean resources.</b></li> <li>• 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.</li> </ul> <p><b>Selection of PPE to be available in all Bubbles.</b></p> <ul style="list-style-type: none"> <li>• Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. - <b>Main staff toilets – Maximum of 2.</b> Staff to be reminded to adhere to social distancing at all times.</li> <li>• <b>Signage to be put onto toilet doors.</b></li> <li>• Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff must wash and dry their own cups, plates and utensils, using disposable towels.</li> <li>• <b>STAFFROOM – IS THIS GOING TO BE BACK IN USE?</b></li> </ul>			D Stanton and J Edwards for letter.		

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
		As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection.	Medium	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>• Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p style="background-color: #00FFFF;">Liaise with parents prior to the start date so that they can prepare their children (walk them to school and back home each day – practise putting their uniform on – structure the day at home to begin to mirror the day at school – get children excited about seeing their friends again) – there will undoubtedly be tears and this will be harder for the parents than the children!</p> <p style="color: red;">View the return to "normal school" as a period of adjustment. Teachers take time to re-assess pupils informally. Positive re-enforcement of the benefits of the school community coming back together and having a routine. Total Communication as a means to help pupils understand the changes and what will happen next (ASD pupils have been at home and have not had an "end" cue to what has been happening )</p> <p style="background-color: #00FFFF;">Consider transition/ photo book for some pupils prior to their return to school.</p> <p style="color: red;">Establishing a clear plan for staff as well as children so that there are no sudden surprises / changes to daily structure. Risk Assessment completed by SLT to focus on children who cannot social distance, have medical needs or behavioural needs.</p> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>			SLT	Before notifying Parents who has been offered a place.	D Stanton for selection of students and rationale.

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
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	High	<ul style="list-style-type: none"> <li>• Specific arrangements for pupil transport have been risk assessed and agreed with local providers</li> <li>• Leaders and staff should review individual pupils' handling plans, including the use of PPE as Taxi Bubbles will be different</li> <li>• Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> <li>• Review individual communication plans where close proximity is expected e.g. on-body signing</li> <li>• Plans should be understood, shared and followed consistently by all staff working with those pupils</li> <li>• Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> </ul> <p>Safe spaces and individual time to communicate thoughts and feelings with known staff.  Offer parents/carers the possibility of pupils bringing in photos of loved ones if that would help them to grieve.  Social stories about lock-down.  Books without words.  Makaton signs and symbols about bereavement.</p>	Low	Low – providing we are aware of who is providing the Taxi for each child and this does not change.	<p>Jackie for Transport.</p> <p>J Edwards to liaise with outside agencies.</p> <p>Teachers to liaise with Parents through email. Parents to notify staff or bereavement.</p> <p>Teachers to address issues in Circle Time with children.</p>	<p>Before opening to Children using LA guidelines and Transport.</p> <p>Depending on students requiring placement.</p> <p>Regular basis.</p>	<p>K Hill.</p> <p>J Edwards as DSL</p> <p>Pod Leaders to check on Mental Health of students.</p>

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
		<p>Family support worker link between school and home.            PSHE lessons about our feelings and that it is alright to feel sad.            Class assemblies            Circle time discussions.</p> <ul style="list-style-type: none"> <li>Reassurance and telephone calls home if needed and involve the young person.</li> </ul> <p>As a result, pupils with complex needs are well supported.  <b>TEACHERS TO RECORD CONCERNS ON CPOMS FOR MONITORING BY SLT.</b></p>					
<p>Vulnerable pupils and pupils with SEND do not receive appropriate support.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> <li>Referrals made to DSL for those raising concern</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p> <p>On 7th August, the DfE updated section 5 of its guidance for full opening of schools.</p> <ul style="list-style-type: none"> <li>Under remote education support it states:               <ul style="list-style-type: none"> <li>'we expect schools to have the capacity to offer immediate remote education.'</li> <li>schools are expected to consider how to continue to improve the quality of their existing offer and have a <b>strong contingency plan in place for remote education provision by the end of September.</b></li> </ul> </li> <li>These contingency plans should use a curriculum sequence which allows access to high quality online and offline resources.</li> </ul>	<p>Low</p>	<p>Medium</p>	<p>Staff in School, Parents and DSL</p>	<p>Ongoing</p>	<p>J Edwards</p>

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
		<ul style="list-style-type: none"> <li>• They expect schools to set meaningful and ambitious work each day in a number of different subjects.</li> <li>• It also includes: 'plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.'</li> </ul>					
Increased number of safeguarding concerns reported after lockdown.	High	<ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning pupils</li> <li>• Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>• Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>USE OF CPOMS FOR CONCERNS TO BE RAISED AS WELL AS IN FACE TO FACE. Staff are aware of Safeguarding Procedures through training.  <b>Jo Edwards – Contact details for Safeguarding Phone – 07932 338202</b></p> <p>As a result, safeguarding remains of the highest priority and practice.</p>	Low	Low	DSL and Staff	Ongoing	J Edwards
Emergency evacuation due to fire etc.	High	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained and practised on day one of opening with students and staff. – WHAT DATE?</li> <li>• Leaders to communicate procedures to all staff and Parents / Carers before opening to pupils.</li> <li>• Staff to communicate / reinforce emergency evacuation procedures to pupils at the beginning of each day.</li> </ul> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Low	Low	D Stanton	DATE TO BE CONFIRMED	D Stanton.

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
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>BLEACH MAY NOW BE USED ALONGSIDE ANTISEPTIC CLEANER TO CLEAN SURFACES BUT MUST BE USED ALONGSIDE AN APPROPRIATE COSHH RISK ASSESSMENT</li> <li>STAFF TO USE HOT SOAPY WATER (ANTIBACTERIAL WASHING UP LIQUID AND ANTIBACTERIAL WIPES)</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>Whilst pupils are at breaktime/lunchtime, &lt;identified member of staff&gt; to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc.</li> <li>Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	Medium depending on Staffing.	Medium – lack of control over staffing issues.	D Stanton and K Hill.  Site Team.  Liaison with Helen Ellis for staffing issues for support.  Site Team.	ONGOING	K Hill
Contractors, deliveries and visitors increase the risk of infection.	Medium	<ul style="list-style-type: none"> <li>All contractors / VISITORS to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> </ul>	Low	Low due to restrictions on those entering.	K Hill and Reception Staff	Ongoing from date of Risk Assessment.	K Hill.



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
		<ul style="list-style-type: none"> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>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</li> <li>If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
<p><b>Public transport</b> could get cramped and overcrowded</p> <p><b>LA Provided Transport</b></p>	Medium	<p>Encourage pupils and parents to <b>avoid public transport</b> to and from school if possible (walk or use car if this is an option). <b>Ensure guidance issued to parents on the 'dropping off' of pupils</b> in the morning to reduce the risk of accidents.</p> <p>Further information is required from Government on <b>how transport will be offered.</b></p> <p><b>PPE use for LA Drivers and Escorts</b>            LA Transport to be <b>cleaned on a daily basis</b> to eliminate possible transmission. Are Taxis used for private hire at other times e.g. Transporting people to hospital.            LA staff to risk-assess how children will be strapped into seats to allow for social distancing as well as clamping.            PPE for staff getting children into vehicles.            Staff to complete head count outside of the vehicle.</p>	Low	<p>Low</p> <p>Low to Medium</p>	<p>Those using Transport – staff to complete this section on Risk Assessment</p> <p>K Hill and Jackie to liaise with Dudley Transport.</p>	<p>Ongoing from date of Risk Assessment.</p> <p>Ongoing due to phased return</p>	K Hill

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
<b>Parental Vehicles and Car Park</b>		<p><b>ESCORTS TO CHECK WITH PARENTS BEFORE LEAVING THAT THEIR CHILD HAS HAD NO SYMPTOMS – REFUSE TO TAKE PUPILS IF SYMPTOMS.</b></p> <p>Restrict car parking to every other space and mark out which spaces are available.</p> <p><b>STAGGERED START AND END TIMES FOR PARENTS</b></p> <p>Organise a hand-over area outside between school staff and parents. 2M Spacing on car park so that there are no clusters.</p> <p>Taping to floor outside of school for those waiting to come into school in a morning and when collecting at end of day.</p> <p>Restrict access to main airlock. Phase door e.g. deliveries sometime occur during transport times and Admin staff need to deal with that.</p>			Site Team and D Stanton	Before opening to students who do not use LA Transport.	
<b>Too many pupils arriving at the same time or leaving at the same time.</b>		<p><b>Morning</b></p> <p>PRIMARY 'drop off' and transport arrival – 8.45am to 9.00am</p> <p>SEONDARY 'drop off' and transport arrival – 9.00am to 9.15am</p> <p><b>Afternoon</b></p> <p>SECONDARY 'pick up' and transport collection – 3.00pm to 3.15pm onwards</p> <p>PRIMARY 'pick up' and transport collection – 2.45pm to 3.00pm</p> <p>Primary Transport dismissal through the main corridor</p> <p>Secondary dismissal through KS4 Classrooms.</p> <p>Escorts to collect wearing face masks.</p> <p>Separate entrance and exit through KS4 doors in Crystal Room for Bubble 2.</p> <p>Bubble 1 to go through main entrance.</p>					
Parents may wish to talk to staff.	Medium	Guidance issued to parent detailing contact procedures post reopening. Reiterate that contact will, unless in emergencies, will be over the phone or via email. Ensure that wipes are placed next to all telephones in school and staff are directed to wipe phones/shared keyboards before and after use.	Low	Low	Teachers to liaise wit Parents via email or	Ongoing	Pod Leaders

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
		If a meeting is required inform parents that social distancing rules will be enforced. <b>USE OF CPOMS TO LOG CONCERNS RAISED BY PARENTS.</b>			through Pod Leaders		
Medicines in school may become out of date due to Lock Down		An appointed member of staff (possibly admin staff) to check all medications and inform parents/necessary bodies if they need to be replaced. Nicola to liaise with Parents whose medication is out of date. <b>NO NEW MEDICATION TO BE ACCEPTED UNLESS WITH COMPLETED MEDICAL FORM BY PARENTS.</b>	LOW	LOW	Nicola Coleman to check	Week beginning 1 <sup>st</sup> of June	J Edwards
Hot Weather Procedures	Hot Weather Procedures	Parents and carers to apply sunscreen daily before arrival and staff not to apply any more. Parents and carers provide sun hat daily. Do we need a supply of suncream as this may need applying again during the day if in full time? Parents to use once a day sun cream and provide pupils with a lightweight long-sleeved top for outside use. Some pupils are able to apply own cream.		Low	Staff who support children outside. Staff to liaise with Parents.	Ongoing	Pod Leaders

#### Information sent to Parents via School Web Page and Text Message

The Brier School will be inviting all students back to school in as normal way as possible from Thursday the 3rd of September 2020. Children who are starting school in Reception will join us from Monday the 7th of September and Mrs Landon will be in contact with regards to start times.

We feel that it is important to give you as much information as we can to prepare you and your child for this reopening but please rest assured that, as a school, we want the children to come back in a similar way to when they left with minor alterations that do not affect the learning environment or the children's social and emotional needs.

In order for the school to adhere to all of the DFE Guidance we ask you to read through the points below as it is the adhering to these key points that will lead to a successful reopening for all of our children, families and staff.

To aid safety and transition back we will be running 2 larger bubbles in the new term:

Bubble 1 is for EYFS KS 1/2 and Amber class.

Bubble 2 for the remainder of KS 3/4.

Start and dismissal times along with lunches will be staggered to accommodate safe social distance guidelines.

#### Start and Finish Times

##### Bubble 1 - Early Years / Key Stage 1 / Key Stage 2 and Amber Class

Start Time for drop off: 8.45am to 9.00am

Collection Time from School: 2.45pm to 3.00pm – main entrance

##### Bubble 2 - Key Stage 3 / Key Stage 4

Start Time for drop off: 9.00am to 9.15am

Collection Time from School: 3.00pm to 3.15pm – side entrance to the right of the building

#### SCHOOL UNIFORM

Students will be allowed in their normal uniforms and we have arranged x 3 sets of new uniform with Totally Uniform free of charge. Please speak to them directly to arrange collection and orders.

PE kits will remain as last year.

#### Getting to and from School

**LOCAL AUTHORITY TRANSPORT** - For those who use Local Authority Transport, this is being organised to ensure that everyone who qualifies for transport will be brought into school safely. This is an extremely complex situation and therefore please rest assured that everything is being done to make this work from the Local Authority. However, at this stage, we are still awaiting final confirmation, timings and numbers.

We advise that children over the age of 11, wherever possible, carry a face mask for travel due to the inability to social distance on school transport.

**PUBLIC TRANSPORT** - If bringing your child into school, we have been asked to remind you that you should be avoiding using public transport wherever possible in order to support social distancing and allowing others to use this transport to get to work.

**BRINGING AND COLLECTING CHILDREN BY CAR OR ON FOOT** - Children will be staggered coming into and out of school as you can see from the above. We are therefore asking that, if bringing and collecting your child by car or on foot, you adhere to social distancing and allow distance between each family. We must reduce the numbers of parents in the reception area so please wait outside of the school building and children will be collected from you and brought to you. Again, to support social distancing, adhering to your 'Bubble' time slot will be critical.

TALKING TO STAFF - Staff will not be able to speak to Parents at the beginning and end of the school day due to the need for social distancing. Can we therefore ask that should there be any form of feedback required or you have any questions you contact the school via telephone or email.

ENTERING THE SCHOOL – Bubble 1 will enter and leave the building through the main doors at Reception. This includes Rainbow Pod, Sparkle Pod and Amber Class.

Bubble 2 however, will enter and leave the building through a side gate and path to the right of the school building which will take them directly to their Key Stage 3 and 4 classes. Staff will be on hands to support with this process.

#### Illness and Covid-related Symptoms

STUDENT ILLNESS BEFORE SCHOOL - Should your child feel ill or have any symptoms before leaving for school we ask that you take the moral approach and keep them at home, as requested by the Government. This also includes other family members who are displaying symptoms or if you have been contacted with regards to 'Track and Trace'.

Should symptoms arise we must ask that testing is undertaken and results are received with a 'negative result' before sending them back to school or a period of 14 days isolation has passed.

STUDENT ILLNESS DURING SCHOOL HOURS - It will be expected that, should your child have any symptoms which we feel puts themselves, staff and other students at risk, you will collect your child immediately (even if transport is provided by the Local Authority) as this may jeopardise the school remaining open. We are therefore requesting that you provide us with contact details that can be reached at all times in order to put this crucial aspect into practise. Should your child exhibit any signs of the virus, you will be requested to attend to collect them and, up until you arrive, they will be isolated in a specific Covid-19 Room with Staff who will be required to wear full PPE. In order to reduce any anxiety for your child it is therefore crucial that this collection takes place as soon as possible.

Covid—19 TESTING - Following this collection we are asking you to book a Corona Virus test and keep your child at home until your child has received the results. If a positive result is given it is crucial that you and your family self-isolate for 14 days and that you telephone the school immediately and ask to speak to a member of the Senior Leadership Team as this result must be registered with Public Health England and staff and children within their 'Bubble'

may need to be sent home to self-isolate. Therefore this must be done in a timely manner to allow other children and staff to not be placed at risk.

· THE SCHOOL WILL NOT BE ADMINISTERING TESTS TO CHILDREN OR TAKING CHILDREN TO HOSPITALS OR TESTING CENTRES ON YOUR BEHALF.

· WE WILL NOT BE TAKING TEMPERATURES WHEN CHILDREN ARRIVE AT SCHOOL – this will only be done if children are displaying symptoms of a raised temperature.

#### During the school day

TEACHING STAFF AND LESSONS - All children will be in their classes with their Teachers and Support Staff that have been assigned to them. Staff will have been in touch with you before the holiday to let you know who your child is with.

TRANSITION BETWEEN CLASSES AND THE CURRICULUM – As staff were unable to do the normal transition work between classes and phases, we will be using the first two days back to complete this work with children. It will also give us time to assess if there are any social and emotional issues that we may need to address. Learning will still be taking place but this will be done in a much more transitional manner focusing on the well-being of the child. We will be assessing children over the next few weeks in order to find out where there are academic gaps but we feel that supporting children's mental health on their return is paramount.

LUNCHES – Children will have lunches within their Bubbles at staggered times:

Bubble 1 - Early Years / Key Stage 1 / Key Stage 2 and Amber Class

Break Times: 10.30am to 10.45am Lunch Time: 12.00pm to 1.00pm (lunch to be eaten between 12.00pm and 12.30pm).

Bubble 2 - Key Stage 3 / Key Stage 4

Break Times: 10.45am to 11.00am Lunch Time: 12.00pm to 1.00pm (lunch to be eaten between 12.30pm and 1.00pm).

MASKS – having seen recent events unfold in the news, you will be aware of the change in guidance to the use of face masks for children over 11 years of age in school. As a school we have risk assessed this issue and decided that face masks are not required in school (unless further guidance is issued) for the following reasons:

1. The children have been allocated Bubbles and will not be moving classes during the day, unlike other secondary school settings who move frequently between classes.
2. We feel that children will not want to wear these masks and, due to the nature of some of our children, this may be highly distressing for them.
3. Face masks are not required when children are eating or when they are outside and this is the only time when children from other classes within their bubble will be together.
4. We do not intend to run assemblies or mass gatherings for the foreseeable future, or until instructed that it is safe to do so.

Staff will be wearing face masks for certain key tasks or where they are moving between bubbles.

PERSONAL AND INTIMATE CARE - The use of any form of personal and intimate care will safely be carried out by staff using full PPE.

SOCIAL DISTANCING AND HAND WASHING - Wherever possible we will follow social distancing rules. However, we will not guarantee that this can be followed at all times. Children will be requested to wash hands frequently throughout the day to reduce the risk of infection but inevitably we cannot say that all children will remain two meters apart at all times. We are using a 'Bubble' style approach which means that children will not be in contact with other children in other bubbles. This is to reduce the need to send children home should symptoms become evident within their bubble. Play times and lunchtimes will also be staggered to avoid children coming into contact with other children.

CHILDREN'S MENTAL HEALTH - We would ask that, in order to prepare, you notify the school of any changes to family circumstances that may affect your child in school. This is a difficult time for all families and illness and bereavement has obviously become something of the norm from listening to the news. In form of preparation for staff will help us to support your child and your family.

CHILDREN'S BIRTHDAYS - Some parents and children like to bring in sweets for their class when celebrating birthdays. As we want to make this experience as 'normal as possible' therefore, we are asking that, if you want to continue with this process that any item sent into school for this purpose is of a suitable nature (individual, sealed bags or sweets) and these are sent into school 72 hours before they are needed to be given out to allow for the quarantine period to have elapsed.

I know that the uncertainty of the current situation is difficult for us all, and please understand that we are not taking these actions lightly. The safety of our children and staff remains my top priority. We will try our best to take every step to make our school as safe as possible.

The support we have received at The Brier has been wonderful, and I would like to take this opportunity to thank you all for your kind messages and wishes – it really does mean so very much to all the staff. Staff have been fully prepared and have undertaken briefings and training to prepare for this opening and we are hoping, that by following all of these measures we will remain a 'Covid-19 Free School' but this will only be achieved by working together to prevent the spread of infection.

#### Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>

- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
  
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://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>