

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020
Herefordshire Council

Mordiford CE Primary School

Assessment conducted by: Kerri Finney	Job title: Headteacher	Covered by this assessment: Reopening of Mordiford CE Primary School to YR, Y1 and Y6 pupils from 1 st June 2020
Date of assessment: 20.5.20	Date of next review: 28.5.20	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups YR, Y1 and Key worker groups

- 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 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](#)

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 are being adapted for the school context, taking into account the unique context of the public footpath, construction site and Nursery on site
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. 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.
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		<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Medium	Unlikely	<p>Kerri Finney Head teacher (HT)</p> <p>KF disseminates DRB Ignite HT briefings daily to RfO (DH) and ES (DSL) and to CC and AMC where appropriate. KF disseminates DfE guidance/PHE information to staff KF uses advice from NAHT for guidance</p>	ongoing	GB

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
					BG updates info on website at request of HT		
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Medium	2. Unlikely	HT is responsible Staff meetings weekly, weekly staff letter, regular phone calls R/a is in COVID file and shared with staff and GB This new r/a will be shared with staff, GB and posted on website	Prior to opening once date confirmed Planned 1.6.20	GB
Lack of awareness of policies and procedures		<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	Low	2. Unlikely	HT, DHT Policies currently being updated with COVID-19 annexes Staff training remotely : infection control Briefings from Nick O’Sullivan H&S Adviser shared with all staff)	Prior to opening once date confirmed 29.6.20	

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"> - 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’ <ul style="list-style-type: none"> • 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 in relation to coronavirus via email • 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 • 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 the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Daily electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			<p>Posters and communication</p> <p>Appendix to school behaviour policy</p> <p>Circulate Infection Control Policy to all staff</p> <p>Teaching staff make children aware of infection control procedures on their first day back at school and these methods are regularly reinforced</p>	<p>Prior to opening once date confirmed</p>	
<p>Poor hygiene practice in school - general</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. 	<p>Medium</p>	<p>2. Unlikely</p>	<p>KF to remove current posters and replace with</p>	<p>Prior to opening once date</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>washing hands before entering and leaving school)</p> <ul style="list-style-type: none"> • Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • 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 • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day (min 4x day) and paper/hand towels are refilled regularly (2x daily) <p>As a result, all pupils and staff are adhering to high standards of</p>			<p>updated ones, appropriate to the ages of each teaching bubble</p> <p>PSHE lessons</p> <p>3x automatic hand sanitiser dispensers in key areas</p> <p>All teaching bubbles plus office: Hand sanitiser Blue roll Gloves Anti bac wipes and spray All sinks anti bac soap Lidded bins and double bagging of waste</p> <p>New cleaning schedule to be confirmed with cleaning staff: CT/CH/NH</p>	<u>confirmed</u>	

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
		hygiene to minimise risk of transmission.					
Poor hygiene practice – specific – school entrance		<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building • Rearrange furniture in reception area to facilitate social distancing. <p>As a result, reception staff are protected.</p>	<u>Low</u>	<u>2. Unlikely</u>	<p>KF t organise signs to be put up and tape applied where necessary being mindful that this is an environment for young children</p> <p>Office staff already behind glass hatch/talk to delivery staff through glass</p> <p>One office member on site/1 remote working</p> <p>Parents not in reception foyer communicate by telephone /e mail</p>	<u>Prior to opening once date confirmed</u>	
Poor hygiene practice – specific – office spaces		<ul style="list-style-type: none"> • 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 on arrival at school • Each individual is responsible for wiping down their own work 	<u>Low</u>	<u>2. Unlikely</u>	<p>One office member on site/1 remote working</p> <p>Automatic hand</p>	<u>Prior to opening once date confirmed</u>	

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>area before and after use.</p> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>			sanitiser dispenser by main entrance		
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day</p>		<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day: • Key workers : 8.30 to 3.30, YR 9.15 to 2.45, Y1 9.00 to 3.00 and Y6 8.45 to 3.15 • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival : Still being considered as part of R/a • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport • Issue information to pupils in relation to restrictions on their movement around the site 	Medium	3. Fairly Likely	<p>HT</p> <p>Engage Owen Pell to create steps to the ramp at front entrance, this will allow for a safer route to front door (work to commence 26.5.20)</p> <p>Parents, Staff and children to be informed of the exact entrance /exit arrangements (29.5.20)</p> <p>Handwashing and social distancing arrangements in place at entrance (enough staff in situ to ensure rigor)</p>	<u>Prior to opening date</u>	

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"> Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>			<p>Communications to parents re transport, restrictions on site</p> <p>Handwashing supplies currently in a surplus stock. CC to monitor stock</p> <p>Teaching staff responsible for the teaching bubble</p> <p>HT will ensure that parents are made aware of new arrangements prior to school reopening CC has purchased a surplus of products which will be regularly monitored</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
Poor hygiene practice – specific – toilet/changing facilities		<ul style="list-style-type: none"> 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 specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	Medium	3. Fairly likely	<p>School has purchased the following PPE:</p> <p>Gloves Face masks Disposable aprons goggles stock monitored by CC</p> <p>additional PPE being supplied by the LA delivered w/e 22.5.20</p> <p>bins with lids for each teaching bubble, office space to be delivered</p>	complete	
Poor hygiene practice – specific - end of the school day.		<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day: 8.30 to 3.30, YR 9.15 to 2.45, Y1 9.00 to 3.00 and Y6 8.45 to 3.15 Inform pupils and their parents of the allocated exit points and pick up points : still being considered as part of the r/a 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 	Medium	3. Fairly Likely	HT to send communication to parents of key workers, YR, Y1 and Y6	Prior to opening once date confirmed	

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>are to remain in cars and park safely</p> <ul style="list-style-type: none"> 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. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.		<ul style="list-style-type: none"> 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 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 All staff are informed of the procedure in school relating a pupil becoming unwell in school Any pupil who displays signs of being unwell is immediately referred to: Severn Room Any staff member who displays signs of being unwell immediately refers themselves to Severn Room and is sent home Where the named person is unavailable, staff ensures 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 If a pupil needs to use the bathroom, they should use a separate bathroom TBC possibly male staff toilet which will be 	Medium	3. Fairly Likely	<p><u>HT shares with all staff and parents</u></p> <p>PPE has been sourced and is currently in central location CC regularly monitors stock of PPE</p> <p>Cleaning schedule to be adapted if Severn Room is used.</p>	<u>Prior to opening once date confirmed</u>	

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>cleaned after use.</p> <ul style="list-style-type: none"> • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in Severn Room where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <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>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>		<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable • Timetable reviewed and refreshed and programme communicated to teachers and staff 	<p>Low</p>	<p>2. Unlikely</p>	<p>HT will communicate to parents prior to return on confirmation that the governments' 5 key measures</p>	<p><u>Prior to opening once date confirmed</u></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"> Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for pupils. <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>			<p>have been met</p> <p>Timetables discussed and distributed to staff</p> <p>HT and staff arrange teaching spaces 28/29th May</p>		
A pupil is tested and has a confirmed case of coronavirus.		<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders took appropriate action in the event of a confirmed case of coronavirus.</p>	Medium	2. Unlikely	<p>HT</p> <p>Communicate effectively and promptly with parents of the "bubble"</p> <p>KF inform PHE</p>	ongoing	
Insufficient staff to run face-to-sessions for pupils.		<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	Medium	2. Unlikely	<p>HT responsible</p> <p>Medical shielding info in Personnel files</p> <p>Staff guidance based on government/PHE guidance</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
					Emergency cover to be arranged as required as the situation is fluid On current numbers of children we have a small degree of flexibility in staffing		
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.		<ul style="list-style-type: none"> Staggered starts to be put in place for break time and lunchtime: TBC on receipt of final numbers One-way circulation is being introduced as part of the r/a where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different year groups details TBC Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Pupils to be supervised in washing hands before and after lunch In hall, 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 Tables to be cleaned between year groups using lunchtime facilities 	Medium	3. Fairly likely	HT responsible One-way circulation in main corridor, use of external doors of classrooms to ensure one way flow. Break time rotas arranged on confirmation of pupil numbers Amended Behaviour policy sets out playtime expectations Automatic hand	<u>Prior to opening</u>	

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"> Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>			sanitiser dispenser in school hall CH to be lunchtime supervisor Only packed lunch provision, lunch can be eaten outside in agreeable weather		
Spread of infection in classrooms/shared areas.		<ul style="list-style-type: none"> 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 Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible Tissues and hand sanitiser 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 minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must bring the required 	Medium	3. Fairly likely	HT and teaching staff Once pupil numbers are confirmed the classrooms will be organised into teaching bubbles containing smallest number of pupils possible (28/29 May) All teaching	Prior to opening	

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>equipment to school (stationery, calculators etc) to reduce the risk of infection</p> <ul style="list-style-type: none"> • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use (as often as required) • 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. Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			<p>bubbles have:</p> <p>Blue roll gloves Tissues Anti bac spray and wipes Bin with lid Double bag waste Anti bac soap if a sink in room</p> <p>CC monitor supplies of stock</p> <p>Max of 3 staff in upstairs staff room/ kitchen area (break)</p> <p>Currently stocked at a surplus</p>		
Poor pupil behaviour increases the risk of the spread of the infection		<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. 	Low	3. Fairly Likely	Children are taught about the new expectations of the Behaviour Policy, parents are asked to support the new expectations by	1st June	

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, pupils and staff understand the behaviour policy/individual plans in context.			talking to their child prior to coming back to school.		
Pupils with complex needs are not adequately prepared for a return to school or safely supported		<ul style="list-style-type: none"> • Specific arrangements for pupil transport have been risk assessed and agreed with local providers • Leaders and staff should review individual pupils' handling plans, including the use of PPE • Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) • Review individual communication plans where close proximity is expected e.g. on-body signing • Plans should be understood, shared and followed consistently by all staff working with those pupils • Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	<u>Low</u>	<u>2. Unlikely</u>	<u>HT/SENCo/ class teacher</u> Once numbers confirmed these assessments can take place as dependent upon individual pupils returning All EHCP families have been contacted	Prior to opening	
Vulnerable pupils and pupils with SEND do not receive appropriate support		<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<u>Low</u>	<u>2. Unlikely</u>	All EHCP families and vulnerable pupils have been contacted by SENCo	Prior to opening	
Increased number of safeguarding concerns reported		<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning pupils 	<u>Low</u>	<u>3. Fairly Likely</u>	<u>DSL</u> CH Safeguarding governor	Prior to opening	

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
after lockdown		<ul style="list-style-type: none"> 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 social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>			Appendix to safeguarding policy for the transitional phase School has 3 x staff trained to DSL and 1 x GB		
Emergency evacuation due to fire etc		<ul style="list-style-type: none"> 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 at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<u>Low</u>	<u>2. Unlikely</u>	HT responsible CH H&S Governor See COVID-19 file for current H&S checklist Checklist of opening requirements to be completed and communicated to staff		
Cleaning is not sufficiently comprehensive.		<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures 	<u>Medium</u>	<u>3. Fairly Likely</u>	<u>HT responsible</u> Ask NH to be cleaning supervisor Draw up a new	Prior to opening Deep Clean 29.5.20	

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"> Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at break time/lunchtime, Clare Haines to clean tables/door handles with a disinfectant 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). <p>As a result, high standards of cleanliness are maintained in school.</p>			<p>cleaning schedule based upon DfE guidance and PHE advice</p> <p>Increase cleaning hours of CH, NH, CT</p>		
Contractors, deliveries and visitors increase the risk of infection		<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 	Low	2. Unlikely	<p>CC and BG to monitor</p> <p>Deliveries into reception foyer only</p> <p>Speak through glass hatch Office has own cleaning and sanitising supplies Reception foyer to be installed with automatic hand sanitiser dispenser</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"> If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					

School-specific arrangements relating to risk assessment which may need additional detail: public footpath, smaller classrooms, Dragons Nursery, construction site

On 20.5.20 the GB agreed to a phased reopening from 1st June (if Government requirements are met) The GB agreed to a phased approach to allow the planned arrangements to be tested before moving to what is currently considered to be our full capacity (YR, Y1, Y6 and Key Workers). Therefore Mordiford CE School will open to YR, Y1 and Key Workers from 1.6.20, with approx 60 children (prioritising younger pupils as per government guidance). This will be reviewed with a view to admit Y6 pupils on or before 15.6.20.

Capacity and organisation of teaching spaces:

The capacity of teaching spaces has been assessed as well as the capacity of staff available to work. To meet the requirement of the Government from 1.6.20 to open more widely to accommodate YR, Y1 and Y6, whilst maintaining provision for key workers, based on estimated numbers we need to create 6 teaching bubbles. To be able to do so safely we have given consideration to the individual needs of pupils, staff well-being and constraints of our buildings, we will require all but 1 classroom space. The school hall cannot be used for a bubble as it acts as the main corridor due to the layout of our school.

Teaching “bubbles” have been organised and staff allocated to the bubbles. As this system leaves current staffing stretched the GB opted for phased approach so as not to overload and allow us to be able to effectively ensure the smoothest possible transition for our youngest children. We will have 2 staff per bubble, 3 in key worker /vulnerable groups. It is not feasible due to space/staffing/ need to not mix children in bubbles to offer wrap around care at this point in time, this can be reviewed if guidance about social distancing measures changes.

The classroom spaces for YR, Y1 and 2 x key worker groups will be organised on 28.5.20. The Y6 spaces will be arranged w/b 1.6.20.

The YR/Y1 spaces will be stripped of soft toys/furnishings, some furniture removed to create space. Toys with intricate/hard to wash parts will be removed. Extra resources are being ordered to avoid sharing. Cleaning materials provided, cleaning schedule has been amended.

Arrival to and departure from school:

Parents use the Road Crossing Patrol and then walk up to wooden gates from footpath, cross the car park, following markings to form a socially distanced queueing system.

Key workers: 8.30am to 3.30pm, YR 9.15am to 2.45pm, Y1 9.00am to 3.00pm and Y6 8.45am to 3.15pm.

Parents to use the floor markings to socially distance, children greeted by staff member parents drop and go. Only 1 parent to drop off (ideally without any younger siblings), parents go down the steps and out through the pedestrian gate.

Children use automatic hand sanitiser on entrance, straight to hall to be socially distanced and organised to go on to their teaching space using 1 way corridor, take belongings to class not cloakroom (cloakroom areas not to be used)

Public Footpath: signs to be placed on the end of the footpath to discourage members of the public walking the route during the hours of 8.15 to 3.45pm each day.

Construction site: Owen Pell have agreed to complete works on the exiting staff car park by 1.6.20 to allow for some of this space to be adapted for parents to queue in a socially distanced fashion; **26.5.20 Owen Pell begin work on steps to the front ramp to allow for the social distancing measures to be implemented.**

Dragons Nursery: this remains closed until September so no conflict

End of day: use the one way corridor; socially distance children in the lobby, call child to parents one by one, parents leave premises immediately

Movement around the school:

All key workers move from front entrance, through side door (by kitchen) then across the playground (crossing of public footpath overseen by member of staff) into teaching space.

YR, Y1 and Y6 move from front entrance through hall, along main corridor directly to classroom. YR move outside for playtime through classroom door, Y1 through main back door.

Y6 move to toilet in hall from their classroom door, waiting in class doorway if someone is coming “up” the corridor, Wye bubble exit onto playground via cloakroom door, Pentaloe bubble use the exit off Y6 cloak room and entrance by side door (kitchen)

Classroom allocations: Arrow classroom currently spare capacity (under current structure no spare staff)

Hall: corridor / possible lunch space

YR bubble: Lugg Classroom

Y1 bubble: Monnow Classroom

Y2 and Y3 Key Workers: Teme Classroom
Y4 and Y5 bubble: Frome Classroom
Y6 bubble 1: Pentaloe Classroom
Y6 bubble 2: Wye Classroom
Severn Room: isolation space

Timetable arrangements:

Time will be needed to teach/reinforce the new behaviour expectations

Role of teaching assistants:

Teaching assistant will be supporting in teaching bubbles, supervision of the children and assisting with the support of home learning.

Break time plan: Where possible this will take place outside

YR: 10am (classroom door)
Y1: 10.15am (main door)
KW Y2and Y3: 10.30 am * taking care to wait for Y4&5 group to exit first before going in at end of play
KW Y4and Y5 10.45 am
Y6 1: 11am hall door/side door
Y6 2: 11.15 am wye cloakroom door

Afternoon breaks tbc

Lunchtime plan:

Where possible packed lunches to be eaten outside, if not practical in classrooms. Y6 can use hall space in 2 x separate groups if necessary.

YR: 11.45 am
Y1: 12.00 pm
KW Y2and Y3: 12.15 pm* taking care to avoid Y4&5 group
KW Y4and Y5: 12. 15pm
Y6 1: 12.45pm
Y6 2: 12.45 pm

Catering staff: AIP to deliver packed lunch provision to the foyer, Mordiford staff take into kitchen and distribute. CH to be responsible for lunch time provision/cleaning of the kitchen and hall space. Continue to only use green chairs in the hall to limit cleaning.

Cleaning:

Cleaning hours to be increased to meet needs of new cleaning schedule CC to monitor supplies of cleaning and hygiene stock, teaching “bubble” staff monitor supplies in their teaching space and inform CC if supplies are low. PHE guidelines are followed in maintaining good hygiene. Disposable gloves and aprons available

Toilets: new cleaning schedule increases the cleaning of toilet areas

YR Lugg Class toilets

Y1: toilets on main corridor

Y2 and Y3: one unisex toilet in porta cabins

Y3 and Y4: one unisex toilet in porta cabins

Y6 group 1: one unisex toilet in hall

Y6 group 2: one unisex toilet in hall

Staff toilets remain as usual unless one needs to be commissioned as an isolation toilet.

Staffroom and offices:

No children in the office spaces or kitchen area

3 adults in the staff room upstairs and in kitchen area during a break, only CH to be in kitchen during lunch period

1 member of office staff on site/one remote working alternately

Parents are not permitted to enter the reception lobby due to control measures, communication will be by telephone/email

Transport:

Liaise with Blue line taxis once pupils confirm return.

Mr Watson to resume his role as Road Crossing patrol with extended hours to accommodate the staggered start and finish to the school day. Risk assessment to be conducted prior to 29.5.20, following guidelines sent by Julie Freeman from Hereford Council.

Encourage people to be aware of social distancing on the pavement as they exit cars.

Classroom expectations

Where possible staff and pupils to remain consistent in the “bubble” to adhere to government guidelines (illness/absence will affect this). Adhere to playtime/lunch timetables and beginning/end of day routines. Older children to be seated at separate desks with own stationary in a wipe able pencil case, as spaced out as much possible. (Additional furniture/ equipment removed to storage in shed or unused room) Children limit belongings brought from home to coat and lunch box (PE kits) to be kept on the back of their chair. Limit shared resources, use dishwasher, wipes and spray to maintain hygiene of equipment. Use cleaning products provided to maintain hygiene especially most used spaces eg door handles; key pads etc. any bins that contain tissue to be emptied regularly with waste being double bagged. The YR/Y1 spaces will be stripped of soft toys/furnishings, some furniture removed to create space. Toys with intricate/hard to wash parts will be removed. Extra resources are being ordered to avoid sharing. Vinyl floor cushions have been purchased to assist with physical spacing indoors and out. These will need to be wiped at regular intervals; each child keeps their own cushion for the duration.

Staff to consider good ventilation in the classroom areas at all times.

Pupil expectations

A new appendix has been written for the school Behaviour Policy. This appendix is shared with staff and parents. Parents have been asked to familiarise children with the expectations prior to their return. Staff to “teach” the new behaviours to the children as a priority on reopening the school. Uniform to be worn but policy relaxed if some items have been outgrown during the lockdown period. Children asked not to bring in unnecessary items from home and not to share belonging with others.

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
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>