

Coronavirus (COVID-19): Health and safety risk assessment

Name of school: Our Lady of the Wayside Catholic Primary School

Following the first version for reopening schools to a wider setting from the 1st June 2020, the checklist has been updated with the latest government guidance for the full opening of schools from the start of the autumn term. An update to the protective measures build on what schools implemented when reopening to a wider setting. **This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the system of controls identified by the government to be put in place to reduce the risk of transmission of the virus and inherently make the school a safe environment. Some examples have been given of how this can be achieved, however schools will need to adapt and make it site specific. [Alternative provision](#) and [special school](#) settings should follow the same principles and guidance as mainstream schools, but consider any additional risks that might be present. Schools can complete this version in full or include the updated sections in this version to the checklist that was completed for reopening to a wider setting from the 1st June 2020.

Where other separate health and safety procedures and written documents have already been produced (e.g. specific risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist. There is no need or requirement for procedures to be recorded again in this document.

The checklist needs to be completed by the Headteacher / Senior Leadership Team (SLT) and sections can be delegated to other staff where appropriate.

Note: This checklist has been produced by SMBC for all schools where SMBC is the employer. Other types of schools, such as voluntary aided & foundation schools, academies and free schools, are welcome to use this document however schools are free to use their own risk assessment format and should check with their employer what arrangements are in place.

System of Controls

The controls have been grouped into what measures schools must put in place following the government guidance, with an additional group for other health and safety considerations. More details of the groups are below and the sections have been bookmarked (hover over section, press Control + Click) to help navigate through the checklist:

PREVENTION

*1) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school

*2) Clean hands thoroughly more often than usual

*3) Ensure good respiratory hygiene

*4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

**5) Minimise contact between individuals and maintain social distancing wherever possible

6) Where necessary, wear appropriate personal protective equipment (PPE)

***1-4 must always be in place at all the times**

****5-6 must be in place but measures adapted to suit particular circumstances**

RESPONSE TO ANY INFECTION

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

7,8,9 must be followed in every case where they are relevant

OTHER CONSIDERATIONS

10) School Workforce

11) Building Management

12) Communication, training, monitoring and reviewing plans

13) Curriculum Specific

Risk Rating:

Each question of the checklist will need to be rated using the table below and appropriate action will need to be undertaken. The action plan at the bottom of the checklist will need to be completed for additional measures that are required.

RAG Rating	HIGH	MEDIUM	LOW
Definition	Not in place at all.	In place but not embedded; not everyone aware of it; evidence of effectiveness not known	Robustly in place; clear evidence of impact

PREVENTION

1) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Staff, children and parents/ carers to be informed about the following:- - Coronavirus (COVID-19) symptoms and what to look for e.g. high temperature, new persistent cough or has a loss of, or change in, their normal sense of taste or smell. - Testing eligibility and how to access tests. - Face masks/coverings are not recommended in primary schools. - If child(s) are sent home due to Coronavirus (COVID-19) symptoms they are advised to self-	<ul style="list-style-type: none"> Referral to latest Government guidance: here. Following Covid19 guidance for households with possible Coronavirus (COVID-19) infection. Sending information to about parents & staff about NHS test and trace: how it works. Agreeing OLW Opening and Operation document with governing body via virtual governor meeting Sharing School Opening and Operation document and Staff Guidance with staff at staff meeting Informing parents about procedures via weekly Parent Update and sharing of OLW Opening and Operation document 	Low	BT	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
isolate for 10 days. People in the same household are to self-isolate for 14 days. - If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. -If a child, young person or staff member tests positive, Public Health England will advise further on what action to take.				
Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus (COVID-19).	<ul style="list-style-type: none"> • Clear signage at entrance to school, • Weekly Parent Update and sharing of OLW Opening and Operation document 	Low	JD/BT	July 2020
A process to send staff, children and others home if they develop Coronavirus (COVID-19) symptoms including what action they need to take.	<ul style="list-style-type: none"> • Referral to Government guidance. • Refer to school OLW Opening and Operation document 	Low	BT	July 2020
Provide a room or space where social distance can be maintained for children experiencing Coronavirus (COVID-19) symptoms where they can wait until being collected. Ventilate the room where possible by opening a window. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.	<ul style="list-style-type: none"> • Meeting room adjoined to reception area with wipeable chairs and ventilation identified as suitable location for children experiencing COVID-19 symptoms and awaiting collection. • Cleaner or other trained staff to clean area including toilet if used by child experiencing symptoms following the COVID-19: cleaning of non-healthcare settings guidance. 	Low	SLT	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> PPE to be used by SLT (BT/CA/JH) caring for a child who is symptomatic and requires personal care. 			

2) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>Ensure the following have been to communicated to children, staff, visitors etc. :-</p> <ul style="list-style-type: none"> - The importance of good hand hygiene. - Hands are cleaned through hand washing and use of hand sanitisers 	<ul style="list-style-type: none"> • Use of posters, games, songs, videos and repetition during teaching time • Reminders to staff • Signage in reception. • Use of resources such as https://www.e-bug.eu/ to teach effective hand hygiene • Hand sanitisers at reception. • Increase of handwashing facilities – installation of soap and paper towel dispensers outside Y4 and 	Low	All staff	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>Y6 classrooms; newly installed additional sink for Year 5 children</p> <ul style="list-style-type: none"> • All children required to sanitise their hands on arrival in school, before break, after break, before lunch, after lunch, changing rooms and before going home • Visitors required to use hand sanitiser before entering the building • All staff required to use hand sanitiser before entering the building • Hand sanitisers available in classrooms and in hand sanitiser dispensers on walls around school • Sharing of Opening and Operation document with parents and staff outlining procedures • Updating Pupil Behaviour Code and sharing it with all children 			
Children clean their hands regularly, including when they arrive at school, return from breaks, change rooms and before and after eating.	<ul style="list-style-type: none"> • All children required to sanitise their hands on arrival in school, before break, after break, before lunch, after lunch, changing rooms and before going home • Hand washing or hand sanitiser 'stations' available throughout the school and are in a suitable location e.g. high frequently touched surfaces. 	Low	All staff	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> Teachers to supervise use of hand sanitisers and help provided for small children and pupils with complex needs. Staff supervision to prevent ingestion of hand sanitiser which can lead to the risk of alcohol poisoning so care should be taken in its use 			
Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place.	<ul style="list-style-type: none"> Contacting public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel if needed. Site Manager to complete regular stocktake of supplies including considering more may be needed from September 2020. 	Low	JD/TM/CS	July 2020
Make sure help is available to children and young people who have trouble cleaning their hands independently.	<ul style="list-style-type: none"> Assessing which children may have trouble washing hands on their own and put in place support 	Low	All staff	July 2020


3) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure the following have been to communicated to children, staff, visitors:- - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it'). - Promote and encourage not to touch mouth, eyes and nose.	<ul style="list-style-type: none"> • Use of posters, games, songs and repetition during teaching time • Reminders to staff. • Procurement of tissues for classrooms, offices, staffroom, etc. • Enclosed pedal bins installed in every classroom/working space • Children encouraged to have their own supply of tissues 	Low	BT/JD	July 2020
Put in place a procedure for bins for tissues so they are emptied throughout the day.	<ul style="list-style-type: none"> • Cleaners, site manager, staff to empty bins and information is provided of how to do this safely – use bin liners which can be tied when bins are emptied. 	Low	CS/TM	July 2020
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> • Staff to be briefed. • Where safe to do so Site Manager and staff to open windows in morning. • Following HSE advice on the use of Air-Con and ventilation 	Low	All staff	July 2020

Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> • Staff briefing, support from Site Manager. • Doors identified which need to be kept open 	Low	CS and all staff	July 2020
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4) Enhanced cleaning, including frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.	<ul style="list-style-type: none"> - A detailed cleaning timetable in place - Cleaners to clean touch surfaces in main school areas at lunchtimes as well as before and after school. - Toilets cleaned at lunchtime in addition to regular cleaning - Cleaning pack placed in each classroom for emergency use e.g. a child sneezes on the desk - Toilets assigned for staff and children - Staff to use hand sanitiser before and after using the photocopier and water fountains. - Reminder to staff to keep cleaning products out of reach of children - Making relevant staff aware of COVID-19: cleaning of non-healthcare settings guidance. - Staff given information and instruction. 	Low	TM	July 2020

	<ul style="list-style-type: none"> - School library – shelves designated for different year groups; designated time for children to visit the library accompanied by an adult; max group sizes of 10; children to sanitise hands on entry and exit to library; returned books quarantined for 3 days - Where IT equipment is used and is shared (e.g. ipads) it will be appropriately cleaned (both staff and children) - Staff encouraged to bring in own plates, cutlery, etc - Staff to sanitise hands before using the fridge, hot water tap, etc - Staff to use personal phones to contact parents. 141 to be used to withhold personal number. Phones in office and SLT suite only used by designated staff; if used by another member of staff in exceptional circumstances phones to be cleaned with antiseptic wipes after use. - No use of intervention spaces where there is limited ventilation. - No dogs on school/parish premises - Hands sanitised before and after stroking Buffy, the school dog - Relevant staff aware of COVID-19: cleaning of non-healthcare settings guidance. - Following guidance for cleaning in education <div style="text-align: center;">  <p>FINAL Cleaning in schools v1 june 20.p</p> </div> <p>and child care settings:</p> <ul style="list-style-type: none"> - Reviewing cleaning activities risk assessment. - Reducing and limiting the amount of soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts. 			
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Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> - Stocktaking of cleaning supplies including the frequency of when they need to be replenished. - Site Manager to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	Low	CS/TM	July 2020
Children not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> - Play equipment cordoned off so that it is visible to children not to use equipment 	Low	All staff	July 2020

5) Minimise contact between individuals and maintain social distancing wherever possible

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Create groups ('bubbles')	<ul style="list-style-type: none"> - Year group bubbles created 	Low	BT/CA	July 2020
Separate Groups (bubbles) and maintain social distance between individuals.	<ul style="list-style-type: none"> - Timetable changes to reduce contact between bubbles e.g. different year groups will not be gathering together for collective worship, no school assemblies or liturgies in church - SLT meetings held on how a broad curriculum can be taught with measures in place to keep groups (bubbles) apart e.g. curriculum teacher moves rooms instead of the group (bubble). - Groups (bubbles) not to share a common area (e.g. halls, changing rooms) at the same time. Timetable created to allow time for common 	Low	BT/CA	July 2020


Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>area to be cleaned (frequently touched surfaces) before another group (bubble) uses the area.</p> <ul style="list-style-type: none"> - Behaviour policy updated. - Staff meetings and training sessions to be virtual where possible to reduce the possibility for mass staff isolation 			
Try and keep distance in the classrooms	<ul style="list-style-type: none"> - Where possible teachers to keep 2 metres distance - Desks and furniture rearranged to maximise space, desks facing forward where possible. - Teachers given information and training on avoiding close face to face contact with children and how to keep at least 1 metre away from anyone. - For older children information communicated to encourage keeping a distance and not to touch other people. - Pupils to sit in the same place in any given classroom for each lesson - A 'visitor zone' marked out in each classroom. All staff, and visitors, who are not part of that year group bubble must stay within the zone. This zone will ensure visiting adults do not need to self-isolate if the bubble closes. We 	Low	All staff	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	recognise that this may be more difficult with younger children in Early and Lower Phase			
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> - Suitable storage arrangements for unnecessary items - Information sent to parents about children to bring into school essential items only e.g. coats, lunch boxes, school bags etc... 	Low	All staff	July 2020
Ensure measures in place to avoid large gatherings	<ul style="list-style-type: none"> - No assemblies to take place in the hall/studio; virtual assemblies to take place instead. - Timetables adjusted to avoid different groups passing through corridors, entrances and exits at the same time. - Group breaks staggered to allow sufficient time to clean common areas. - One-way system in operation outside of school on Stratford Road to facilitate social distancing during drop off and collection. - Parents to wear face masks when dropping/collecting on the school site. 	Low	SLT	July 2020
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> - Discussion with school crossing patrols regarding what capacity they have to help. - Refer to School Plan Opening and Operation document - Having regard to government guidance – encouraging use of walking and cycling 	Low	SLT	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	- Enhanced cycle storage fund-raising project			
Ensure framework in place for supporting transport to and from schools from the autumn term.	<ul style="list-style-type: none"> Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-(COVID-19)-covid-19-safer-travel-guidance-for-passengers. 	Low	SLT	July 2020
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	<ul style="list-style-type: none"> Regular parent updates, School Plan – Opening and Operation document outlining drop off/collection arrangements Where possible asking that only one parent/carer collects children from site to reduce large gatherings. Entrance gates supervised to promote social distancing. Signage 	Low	SLT	July 2020
Reduce the use of shared resources between pupils and staff.	<ul style="list-style-type: none"> Creation of stationary packs for each group. Books, games and other classroom based resources can be shared within the same group (bubble); these are to be cleaned regularly. Resources shared between groups (bubbles) cleaned frequently. Rotation of items - left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by 	Low	All staff	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>different groups (bubbles). Same principles to apply for shared resources taking home by a pupil.</p> <ul style="list-style-type: none"> • Returned reading books to be quarantined for 3 days • Returned homework to be either quarantined for 3 days or gloves used before handling. • Use of gloves before handling home school diaries. 			
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> • Review of positive handling/team teach techniques. • Teachers to discuss with team teach trainers. (Mr Hill) 	Low	JH	July 2020
Ensure specific plans are in place for SEND pupils	<ul style="list-style-type: none"> • Teachers and special educational needs coordinators to review pupil on education health and care (EHC) plans. 	Low	CA	July 2020

6) Where necessary, wear appropriate personal protective equipment (PPE) & Face Coverings

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Adequate Personal Protective Equipment (PPE) is in place for the care of children where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus (COVID-19) while in school and needs direct personal care (2 metres distance cannot be maintained) until they can return home. Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.	<ul style="list-style-type: none"> Referral to guidance of what PPE is required for intimate care https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/. Ensuring appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained, disposable gloves, a disposable apron, eye protection. Referring to SMBC PPE guidance on school extranet page and PPE Advice for decision making. 	Low	JD BT/CA/JH	July 2020
Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus (COVID-19).	<ul style="list-style-type: none"> Referring to suggested SMBC first aid needs assessment and update where required including increasing PPE in first aid boxes.  FirstAidNeedsAssessmentApril 2020.doc	Low	JD	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Process in place for removing face covering once children arrive at school	<ul style="list-style-type: none"> Pupils asked to remove face covering once they arrive at school. Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting to be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. The plastic bag to be sealed. 	Low	Staff on duty at gate	July 2020

Response to any infection

7) Engage with the NHS Test and Trace process

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure all staff, parents/carers understand the NHS Test and Trace system	<ul style="list-style-type: none"> - Information in Opening and Operation document to be shared with staff and parents/carers on the test and trace process, staff immediately contacting the school when test results are known. - Headteacher and SLT aware of the testing to support educational setting flowchart. 	Low	Low	September 2020
<i>Understand how to contact the local Public Health England health protection team</i>	<ul style="list-style-type: none"> • Headteacher and SLT giving contact details for Public Health department at Solihull Council: 0121 704 6892 or email contacttracing@solihull.gov.uk. 			

8) Manage confirmed cases of coronavirus (COVID-19) (COVID-19) amongst the school community

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>Ensure immediate action is taking when aware that someone who has attended the school has tested positive for coronavirus (COVID-19).</p>	<ul style="list-style-type: none"> - Report cases using the online reporting system: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l Or by telephone: 0344 225 3560 (opt 0 opt 2) - Inform the school improvement team. - For advice and support contact the Public Health department at Solihull Council: 0121 704 6892 or email contacttracing@solihull.gov.uk. - Information emailed to office staff and SLT of the local health protection team contact details. - School office staff have a process to follow if contacted by the NHS Test and Trace team. - Implementation of actions instructed by the local health protection team following their investigation. 	<p>Low</p>	<p>School Office Staff/SLT</p>	<p>September 2020</p>

9) Contain any outbreak by following local health protection team advice




Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure process in place to work with the local health protection team to contain any outbreak	<ul style="list-style-type: none"> - Headteacher and other SLT aware that two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) (COVID-19) is suspected, may be classed as having an outbreak. - Headteacher and other SLT to work with the local health protection team on measures required to contain any outbreak. 	Low	BT/CA/JH	July 2020
Ensure contingency plans have been updated for update	<ul style="list-style-type: none"> - Plans updated using the DFE guidance on local area outbreaks. - Clear identification of roles and responsibilities. - Remote education plans in place in case of a local outbreak and the school has to close. 	Low	BT/CA	End of September 2020

Other Considerations

10) School Workforce

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Government advice to be followed for staff identified as vulnerable or living with someone who is vulnerable	<ul style="list-style-type: none"> - Completion of return to work checklist for all staff returning to work. - Staff who are classed as clinically vulnerable or extremely clinically vulnerable to complete the individual employee risk assessment before returning to school which is available on the School's Extranet. - Headteacher or other designated SLT staff to have 1:1's with all staff to discuss arrangements for reopening the school to all children from September. - Assess whether any roles can still be completed from working at home. 	Low	BT/CA	July 2020

11) Building management

Risk controls to be put in place	How will this be achieved (<i>items in italics are examples. Schools will need to adapt and make site specific, where appropriate</i>)	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation completed as part of building inspection routine.</p>	<ul style="list-style-type: none"> A workplace inspection carried out by Site Manager and Governor using the suggested SMBC workplace inspection template:  H&S Inspection Template.doc The Site Manager will carry out a site inspection using the suggested SMBC  Monthly Site Checklist monthly site checklist. Review of water hygiene arrangements with SMBC Property Services (or other designated provider) to assess whether to disinfect water systems.  Property Services ManagingSchools 	Low	CS	July 2020
<p>Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency</p>	<ul style="list-style-type: none"> Contact SMBC Property Services (or other designated provider) to see if a competent person is able to complete the building and compliance checks. 	Low	BT/JD	July 2020

Risk controls to be put in place	How will this be achieved (<i>items in italics are examples. Schools will need to adapt and make site specific, where appropriate</i>)	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> Seek support from other schools. Contact LA services. 			
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> Review school's Emergency Evacuation Plans and PEEPs taking into account any changes to building layout, one way systems, groups (bubbles) that have been created etc... 	Low	BT	July 2020

12) Communication of plans, training, monitoring and reviewing plans

Risk controls to be put in place	How will this be achieved: (<i>Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate</i>)	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Consider any additional support or training needs for staff and children including re-induction to the childcare setting.	<ul style="list-style-type: none"> Identifying children or staff that may need extra support. Support for younger children who may be anxious about coming. Support for staff returning to work. 	Low	CA/SL	July 2020

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> Completing return to work checklist for all staff returning to work. 			
Ensure any updates to procedures have been communicated early with contractors and suppliers Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> Sharing visitor protocol through emails and briefings Contractors and visitors where appropriate only allowed on site after school hours. If this cannot be achieved specific method of work created. 	Low	BT	July 2020
Communicate to parents/carers the measures in place to reduce the risk of transmission of the virus	<ul style="list-style-type: none"> Parents updated via School Opening and Operation document Headteacher/SLT to speak to any parents/carer who have concerns and if it cannot be resolved follow the complaints procedure. 	Low	BT/CA/JH	July 2020
Share arrangements with staff, governors and school based trade union representative	<ul style="list-style-type: none"> Staff reminded to talk to SLT with any concerns 	Low	BT	July 2020
Ensure arrangements are regularly monitored and reviewed	<ul style="list-style-type: none"> Employees to raise concerns to Headteacher/SLT through team meetings (standard item on agenda), emails and incident reporting procedure. Weekly floor walks completed by Headteacher/SLT to ensure measures are being followed. Any actioned identified are reviewed in SLT meeting and where appropriate shared with governors 	Low	BT/CA/JH	July 2020

13) Curriculum Specific

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Primary schools	<ul style="list-style-type: none"> Following CLEAPSS P104 organising and managing hands on activities in science, DT & Arts guidance 	Low	CA	July 2020
Systems of controls in place for physical education, sport and physical activity.	<ul style="list-style-type: none"> Where possible outside sport will take place and large indoor space will be used if this is not possible. Small group sizes indoors Designated equipment for year group bubbles Following AfPE guidance for physical activity in schools Following government guidance on the phased return of sport and recreation 	Low	SLT	July 2020
Swimming	<ul style="list-style-type: none"> Indoor swimming lessons to take place for Year 4 bubble Referring to Swim England guidance 	Low	SL	July 2020
Minibus	<ul style="list-style-type: none"> Only children within the same bubble to travel in the school minibus at any one time. Children to sanitise their hands before boarding transport and again on disembarking 			

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> - Social distancing to be maintained between driver and pupil passengers - Driver to sanitise their hands prior to starting each journey and on completion of journey - All interior and external surfaces that passengers are likely to have come into contact with after each journey to be cleaned (or minibus not to be used for 72 hours) - Steering wheel and gear stick to be cleaned after journey - Supply of sanitiser and tissues to be kept in the minibus - Ventilation of fresh air (from outside the vehicle) to be maximised, particularly through opening windows and ceiling vents 			
Use of staff car to transport pupils	<ul style="list-style-type: none"> - If more than one child travelling in a staff member's car, only children within the same bubble to travel in the car. - Children to sanitise hands before boarding transport and again on disembarking - Social distancing to be maintained between driver and pupil passengers - Ventilation of fresh air (from outside the vehicle) to be maximised, particularly through opening windows 			

Risk controls to be put in place	How will this be achieved: <i>(Please note – items in italics are examples. Schools will need to adapt and make site specific, where appropriate)</i>	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Education visits	<ul style="list-style-type: none"> • Following Travel guidance for educational settings government guidance • No domestic (UK) overnight and overseas educational visits until permitted to do so. • Trip risk assessment completed to include COVID-19 secure measures in place at the destination • Educational Visit Coordinator (EVC) has researched and aware of what Covid-19 protective measure are required for trips: health and safety guidance on educational visits • Continue to follow schools educational visits procedure. 	Low	All staff	July 2020
Music	<ul style="list-style-type: none"> • Refer to Solihull Music Service Risk Assessment 			

Action Plan

Number	High Medium Low	Action	Target completion date	Assigned to	Date Completed
	Medium	<i>Remote education plans in place in case of a local outbreak and the school has to close.</i>	End of September 2020	BT/CA	End of September 2020
	Medium	Discuss cleaning plan schedule and risk assessment with cleaning staff	Beginning of Sep 2020	JH	Beginning September 2020
	Medium	Ensure all staff, parents/carers understand the NHS Test and Trace system	Beginning of Sep 2020	BT/CA	Beginning September 2020
	Medium	School office staff know the process to follow if contacted by the NHS Test and Trace team.	Beginning of Sep 2020	BT/CA	Beginning September 2020

Name of School: Our Lady of the Wayside Catholic Primary School	
Signed: <i>Mr B Taylor</i> (Headteacher)	Date: October 2020
Review date: Ongoing	