



**Coronavirus (COVID-19): Risk Assessment Action Plan for full school opening Sep 21**

**for Wrockwardine Wood CE Junior School and Nursery**

Assessment conducted by: Tracey Cartwright	Job title: Head Teacher	Covered by this assessment: <b>Wrockwardine Wood CE Junior School</b>
Date of assessment: 24.5.2020 Reviewed 8.6.20 Reviewed 4.3.21 Reviewed for Sep 21 start: 25.8.21 Reviewed for Jan 22 start: 03.01.22	Date of next review: Reviewed when necessary if change in school circumstances or following new national/local guidance.	This document was written on 18 <sup>th</sup> May 2020 and you must ensure you are completing the newest format

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 nursery, reception and key worker/vulnerable pupils **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 risk assessment is not exhaustive and some of the controls will be dynamic. This 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.

Risk Description/Area of Concern	Risk Controls	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"> <li>• The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>• Information on the school website is updated.</li> <li>• Pupils updated via classrooms as necessary.</li> <li>• Any change in information to be shared with Chair of Governors, consulted with employees directly, 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>	Tracey Cartwright	1 <sup>st</sup> Sep 2021 and then updated as new guidance is published	
Poor communication with parents and other stakeholders	<ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>• Head teacher to share risk assessment with all staff</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>	Tracey Cartwright	Wb 1.9.21 and updated as new guidance is published	
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 updated</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> </ul> </li> </ul>	Tracey Cartwright  Rachel Smith	Wb 1.9.21 and updated as new guidance is published	



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	<ul style="list-style-type: none"> <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>Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</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>Door handles and doors are regularly cleaned during the day by classroom staff.</li> <li>Follow T&amp;W cleaning in school guidance</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Tracey Cartwright</p> <p>All staff</p> <p>All staff</p> <p>Tracey Cartwright Russell Evans</p>		
<p>Poor hygiene practice – <b>specific – office spaces.</b></p>	<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> <li>Each individual responsible for wiping down equipment such as printers</li> <li>Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p>Office staff</p>	<p><b><u>1.9.21</u></b></p>	

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<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<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</li> <li>• All staff and children to wash hands on arrival in school</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	<p>Tracey Cartwright</p> <p>All staff</p>	<p>1.9.21</p>	
<p>Poor hygiene practice – <b>specific – toilet/changing facilities.</b></p>	<ul style="list-style-type: none"> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Prop doors open where possible to reduce hand contact surfaces</li> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed, and the risk of infection is reduced for staff and pupils.</p>	<p>All staff</p> <p>All staff</p> <p>Tracey Cartwright</p>	<p>1.9.21</p>	
<p>Ill health in school.</p>	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, <ul style="list-style-type: none"> <li>➤ A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature)</li> <li>➤ A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ Loss of taste or smell.</li> </ul> </li> </ul>	<p>Tracey Cartwright</p>	<p>1.9.21</p>	

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	<ul style="list-style-type: none"> <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 (see PPE guidance for schools)</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school</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 worn 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 medical isolation room 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> <li>• Assess the schools ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <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>			

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Contractors, deliveries and visitors increase the risk of infection.	<ul style="list-style-type: none"> <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> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> <li>• All Visitors will be asked to wear a face masks at all times on site.</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>	Office staff/SLT	1.9.21	
Music Lessons	<ul style="list-style-type: none"> <li>• One to one music lessons will be taught by a music teacher who will maintain distancing as much as possible. Good hand hygiene will be practised and equipment is cleaned between use.</li> </ul>	Music Teacher	1.9.21	
Educational Visits	<ul style="list-style-type: none"> <li>• A thorough risk assessment will be undertaken prior to any visits taking place and as part of this, COVID risks will be considered.</li> </ul>	Educational visits co-ordinator	1.9.21	
First Aid Care	<ul style="list-style-type: none"> <li>• Ensure appropriate PPE is worn when giving first aid to children and review all controls previously applied to ensure they are still effective.</li> </ul>	First Aider	1.9.21	