

Gossey Lane – Risk Assessment



Introduction

The government plan is for the [phased return of some children to school from the week commencing 1 June](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) full return of all pupils from September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

This risk assessment checklist/tool is based on Government guidelines on COVID-19 as at 2nd July 2020 and is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). [EYFS guidance](#) should be considered for Nursery Schools and Nursery Classes. Separate guidance is available for Special Schools and is not considered in this tool.

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.

Likelihood - For each issue/situation, determine the likelihood it will occur.

Severity (outcome) - determine the potential injury/health.

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc

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2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX						
PROBABILITY (LIKELIHOOD)	4	Low	High	Very High	Very High	
	3	Low	Med	High	Very High	
	2	Low	Low	Med	High	
	1	Low	Low	Low	Low	
		1	2	3	4	
		SEVERITY (OUTCOME)				

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be 3 x 1 = 3. This would mean the risk is low and arrangement would be adequate. Example as follows:

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Issue/Area to be addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place (Yes/No)	Further action/ Comments	Final Risk Rating
<p>Example: Slips, trips and falls <i>There are smooth surfaces and tripping hazards around the school site with the potential to cause persons to fall over injuring themselves with multiple injuries.</i></p>	<ul style="list-style-type: none"> • <i>Cleaning regime in place.</i> • <i>Correct safe substance used for surfaces.</i> • <i>Signage available.</i> • <i>Cleaners have received training.</i> • <i>Introduce hazard reporting system and ensure that staff are aware of school H&S Policy.</i> • <i>Undertake specific risk assessment on snow and ice.</i> • <i>Remove all trailing cables in admin office.</i> 	<p>Y</p>	<p>Review arrangements for new staff i.e ensure the H&S policy to shared /communicated</p>	<p>3x1=3 Low</p>

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Links to related published guidance notes to be referred to alongside the Model Risk Assessment

Links to DfE Guidance

As new guidance is produced weekly, please refer to www.gov.uk for updates

Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

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	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p> <p>https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers</p> <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications (added in v2)</p> <p>Keeping children safe in education 2020 – comes into force 1st Sept and references keeping children safe online whilst at home: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 (added in v2)</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (added in v2)</p> <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19 (added in v4)</p> <p>https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 (added in v4)</p> <p>https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 (added in v4)</p>
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<p>Governance and other resources</p>	<p>As ever, if subscribing schools have questions / queries about governance, they can contact School and Governor Support (S&GS) at governors@birmingham.gov.uk</p> <p>Nursery Schools and Nursery Classes should contact the Early Years Service for EYFS queries via email: EYDuty@birmingham.gov.uk</p> <p>ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus</p>

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	<p>HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm</p> <p>NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/</p>
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Version edits			
Version No.	Section - Edits	Page	Published
1	Original		07/07/20

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place? (Yes/No)	Further action/ Comments	Final risk rating
1. Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your LA on your plans					
Lack of certainty over returning numbers	6	<ul style="list-style-type: none"> • Planning for full attendance of all year groups • Phased return arrangements in place for EYFS • Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 • 2 children remain shielded at home • Requests for support for vulnerable families sent through Early Help Hubs • Readiness to implement Test and Trace- following guidance 	Yes	<p>Phased return is communicated with parents. Support for pupils from FSW available 20-24th July and 2,3,4th Sept.</p> <p>Test and trace info out to parents</p>	4

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<p>Number of staff available is lower than that required to teach classes in school <i>Staffing capacity</i></p>	6	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. A blended model of home learning and attendance at school is utilised as necessary. Contingency planning with MAT is in place and additional resource identified Consideration of available testing for school staff is updated according to latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance 	Yes	People matters team WHMAT and HT responsible.	4
<p>Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils</p>	2	<ul style="list-style-type: none"> Review in-year school admissions expectation with key admission staff. Ensure key school contact and related resources in place. Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns. Ensure speedy admission of children in the relevant year groups. 	Yes	Responsibility- office manager	1
<p>2. Plan how the whole school will be accommodated and encourage attendance</p>					

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Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group	4	<ul style="list-style-type: none"> Review completed of school site and specify entry/exit points and classroom use 30 children and 2 staff that can be accommodated in one class sized bubble classrooms being fully utilised for each year group and reorganised to allow front facing desks Furniture items to be arranged to be front facing Outdoors used for lessons where possible/appropriate. Engagement of appropriate services for families not engaging through FSW Phase leaders meet regularly to review impact of plan 	Yes	Estates Team and HT	1
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	6	<ul style="list-style-type: none"> New timetables for each year group allow for reduced interaction between year groups. PPA is covered by Sports Coach, Phonics time, Reading groups carefully managed with additional cleaning regime. Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing. Hand washing facilities identified for each learning zone Arrangements in place to support pupils when not at school with remote learning at home. In primary schools, classes stay together with their teacher, maximum mixing 60 pupils at break times with one other class only. Consideration of staffing changes to cover absence (TA's). The EYFS environment is re-organised to meet requirements of social distancing where possible. EYFS use of outdoor space, weather dependent 	Yes	<p>All communicated to parents in July and September via parent pay and website.</p> <p>BSM adjusts hours from 7.30 to 11.30 to allow midday toilet clean and additional touch points to be cleaned</p> <p>After lunch time 2x LTs who are also cleaners to clean toilets between 1.30 to 2.00</p> <p>Playground to be cordoned off two</p>	2

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		lunchtimes –utilise different play spaces. <ul style="list-style-type: none"> Limit lunch menus to offer a set nutritionally balanced menus Consider lunchtimes in the classroom for younger year groups. Sandwiches provided in class rooms for first two weeks. 		sections for one class on each size to enable bubbles to stay separate	
There is a need for additional space to allow for curriculum to be fully delivered	4	<ul style="list-style-type: none"> Identify available large spaces and appropriate timetabling e.g, dining areas, halls, studios, particularly in outdoor areas. Large gatherings and assemblies prohibited. Design layout and arrangements in place to enable social distancing. The EYFS environment is re-organised to meet requirements of social distancing 	Yes		2
3. Content and timing of communications to parents and pupils including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	4	<ul style="list-style-type: none"> Parents are kept up to date with information, guidance and the school’s expectations on a weekly basis using Parent Pay and website. A COVID-19 section on the school website is created and updated clearly showing arrangements for arriving/collecting pupils Parent and staff handbooks created reflecting changes to usual school policy Advice is made available to parents on arrangements testing for COVID-19 	Yes	Parents handbook created and sent out July 2020. Parent queries phone line available 20-24 th July, and 2-4 th Sept.	1

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		<ul style="list-style-type: none"> Clarify arrangements for pick-up/drop-off, breaktimes, as well as expectations 			
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	4	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Community languages are considered. Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy Ensure contact details of families are up to date. 	Yes	Office manager- September checking	1
Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	6	<ul style="list-style-type: none"> Request daily changes of clothes where practicable, to reduce the risk of infection. Uniform to be worn daily. Refer to school's hygiene policies Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family Brokerage of access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents. https://www.forwardthinkingbirmingham.org.uk personal items of children – not brought in 	Yes	Uniform daily, PE kit to be worn all day on PE days. Follow government guidance.	4
4. The school day This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings					
The start and end of the school day create risks of breaching social distancing guidelines	6	<ul style="list-style-type: none"> Start and departure times routines in place, sign posted and well communicated. The number of entrances and exits to be used is maximised 	Yes	Parents to comply with arrangements and signage. Consider	4

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		<ul style="list-style-type: none"> One way system in place Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. EYFS collection arrangements- as usual. 		<p>marshals at the front of school.</p> <p>Entry time 8.45 to 9am to prevent pinch points.</p> <p>End of day is 3pm – 3.15 staggered, to allow for children to be collected following a one way system.</p> <p>YR 3pm Y1 & 2- 3.05pm Y3 & 4 -3.10pm Y5 & 6 – 3.15pm</p> <p>EYFS pathway is one way and marked a s such.</p>	
Daily attendance registers for new cohorts are not in place	1	<p>Office staff responsible for completion of school daily attendance registers</p> <ul style="list-style-type: none"> Regular reporting and monitoring of attendance to responsible body 	Yes		1
5. Provision for meals and FSM.					

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Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools					
Pupils eligible for free school meals do not continue to receive vouchers	1	<ul style="list-style-type: none"> FSM Voucher scheme is continued Issues with food poverty to be addressed through application to Early Help Hubs 	Yes	Office manager	1
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	6	<ul style="list-style-type: none"> Feasibility on reimplementation of wrap-around provision to be assessed. Review during sept Consideration of use of space for food preparation and consumption Communicate decisions to parents Seek support from LA and other voluntary agencies 	yes	No breakfast club until further notice	4
Meals are not available for all children in school	4	<ul style="list-style-type: none"> Communication with catering provider to consider options Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. Safe food preparation space, taking account of social distancing Stagger lunchtimes to align with staggered start and finish times. Limit lunch menus to offer a set nutritionally balanced menu eg. One vegetarian, one non-vegetarian option. Consider lunchtimes in the classroom for younger year groups. 	Yes	School meals provision reviewed in line with WHMAT. Sandwiches in first 2 weeks followed by hot food for 2 classes a day, on rotation.	2

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		<ul style="list-style-type: none"> Alternative arrangements in place for provision of school meals Usual considerations in place for dietary requirements 			
6. Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer Consider alongside: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19					
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	4	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school All DSLs have swift access to advice from LA, CSC, school / health visitors and Health and safety policies updated including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency Reference to an addendum for the BCC Model Safeguarding Policy. 	Yes	4 DSLs in school daily DSL weekly meeting	2
High risk of increased disclosures from returning pupils	6	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils 	Yes		4

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		<ul style="list-style-type: none"> Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help School is aware of support through Early Help Hubs Advice is available through CASS, BCC Safeguarding and BCC Prevent Team 			
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	4	<ul style="list-style-type: none"> Staff are aware of the offer from the LA and partners so support pupil wellbeing, Staff are aware of how to access support for issues such as anxiety, mental health, well being, behaviour, young carers, behaviour in addition to safeguarding in general. 	Yes	Covered in staff training and revised in weekly briefings	2
7. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting					
Pupils' behaviour on return to school does not comply with social distancing guidance	6	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing, reinforced throughout the school day by staff and through posters, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. 	Yes	New policy to be implemented with pupils parents and staff in September.	2

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		<ul style="list-style-type: none"> Break times and lunch times are structured and closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents to reinforce the importance of and exhibit social distancing. 			
8. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support					
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	6	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home (and remote learning if necessary) is available and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning Consider the response to young children who have fallen behind in their self-care skills School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school 	Yes	<p>All subjects will be baselined prior to new learning.</p> <p>Parents are called to assist pupils who have had toileting accidents. YR parents wear PPE to enter toilets use Reception pathway to enter and exit (not brought through school) Child is taken home to be changed.</p>	4

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School unable to meet full provision required in line with EHCP	6	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer Support offered through LA SEND Panel/ Early Years Inclusion Support Service 	Yes		4
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	4	<ul style="list-style-type: none"> Review online offer for pupils that are unable to attend school, those shielding 2 are known. Learning offer for pupils unable to access online resources Access Early Help Hub support for those pupils affected by ICT poverty Differentiate offer for eligible children that can't attend school to support future transition 	Yes		2
Pupils moving on to the next phase in their education are ill-prepared for transition	6	<ul style="list-style-type: none"> A plan is in place for Class teachers to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. School/Nursery Class/Reception, primary, secondary schools) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	Yes	July 2020	4

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		<ul style="list-style-type: none"> Virtual tours of the school are available for parents and pupils in EYFS 			
9. Content and timing of staff communications including bringing in staff in advance of pupils returning					
Staffing levels can't be maintained	4	<ul style="list-style-type: none"> Supply staff can be employed- COVID guidance is followed. Chair of responsible body kept informed throughout 	Yes		1
Identify staff unable to return to school	4	<ul style="list-style-type: none"> Two staff clinically vulnerable unable to attend school and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls Identify specific activities for staff who are vulnerable/shielded 	Yes	Individual risk assessment for the affected staff	1
Staff are insufficiently briefed on expectations	4	<ul style="list-style-type: none"> Staff receive daily/weekly briefings on day to day school matters Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders Flexible working arrangements needed to support any changes to usual working patterns are agreed as necessary. Staff workload expectations are clearly communicated Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	Yes	Fridays weekly. Wellbeing meetings planned. WHMAT supported	1

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10. Protective measures and hygiene This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings					
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times	6	<ul style="list-style-type: none"> Consider classroom layouts, entry and exit points, at break times, class sizes, lunch organisation. Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors- walk on LEFT. Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Toilet breaks are planned in and supervised. Agree how safety measures and messages will be implemented and displayed around school 	Yes	Pupils to comply, teaching staff to monitor SLT to review.	2
The size and configuration of classrooms and teaching spaces does not support compliance with	6	<ul style="list-style-type: none"> Classroom base arrangements in place. Net capacity assessment/asset plans reviewed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance 	Yes		4

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social distancing measures		<ul style="list-style-type: none"> All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. soft furnishings/toys have been removed in EY environment Resources are arranged to be used by small groups to limit the risk of cross contamination. Arrangements are reviewed regularly. 			
Staff rooms and offices do not allow for observation of social distancing guidelines	6	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	Yes	<p>When more staff use building strict controls in place for communal areas.</p> <p>Signs indicating where lunch can be eaten. Cleaning equipment for staff to wipe down areas after eating.</p>	4
Queues for toilets and handwashing risk non-compliance with social distancing measures	8	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to promote social distancing. Pupils and staff know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently to take account for the number of pupils accessing the facilities. Monitoring ensures a constant supply of soap and paper towels. 	Yes		4

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		<ul style="list-style-type: none"> • Bins are emptied daily • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points. Supervised use for young pupils. 			
11. Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	6	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) prior to September opening. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. • Introduce enhanced daily cleaning of doorways, handles and corridor walls and other frequently touched surfaces • More frequent cleaning of rooms / shared areas that are used by different groups • Working hours for cleaning staff are increased in agreement with staff. • Outdoor playground equipment should be more frequently cleaned. • Seek LA support to manage insufficient capacity 	Yes	BSM hours adjusted to 7.30am to 11.30 to allow for touch points and midday toilet cleaning to take place. All staff to leave premises at 5.30 due to BSM adjusted hours.	4

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Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	12	<ul style="list-style-type: none"> Cleaning staff are aware of the guidance for cleaning of non-healthcare settings <u>COVID-19: cleaning of non-healthcare settings guidance</u> Plans are in place to identify and clean all areas with which the symptomatic person has been in contact Sufficient and suitable equipment is available for the required clean Adequate waste disposal arrangements are in place to dispose of contaminated equipment Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean Seek support from Public Health Birmingham. Use the flowchart 	Yes	<p>Associate leaders office used as a holding area. AS leader to move to HT office.</p> <p>Following a suspected case a sanitisation regime will be in place led by cleaners not BSM who is exempt, Area is cordoned off until cleaners can get in.</p>	4
12. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment					
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	9	<ul style="list-style-type: none"> Additional supplies are purchased if necessary. Appropriate measures to supervise effective hand washing of young children are in place Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day Posters reinforce the need to wash hands regularly and frequently, including on arrival at school. Reinforce 'catch it, kill it, bin it' message 	Yes	Current supplies adequate for September opening, them Estates and procurement to ensure adequate supply of stock ongoing.	6

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Inadequate supplies and resources mean that shared items are not cleaned after each use	8	<ul style="list-style-type: none"> Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups) Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products The governing board WHMAT finance committee is aware of any additional financial commitments 	Yes	<p>E books for reading and any books taken home when returned to school are kept in a box in the classroom for 48 hours before re issuing.</p> <p>Zip lock bags for pupil equipment eg pens rulers etc</p> <p>Cleaning equipment in each class for staff to wipe down surfaces</p> <p>Purchase bucket and Milton table for each class to wash equipment eg shared resources</p> <p>PE coach to wash equipment between lessons</p>	4
13. School level response should someone fall ill on site in line with govt guidance					
Staff, pupils and parents are not aware of the school's procedures (including on self-	8	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	Yes		2

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isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils as part of the induction process. Use the flowchart from Public Health Birmingham about how to deal with a suspected case within the pupil or staffing cohort. • Staff are aware of the location of the emergency PPE pack. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines • Report cases of to the Health Protection Team in Public Health England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2 or by telephone to 0344 225 3560 (opt 0 opt 2). Keep upto date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. 			

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		<ul style="list-style-type: none"> For maintained schools where the council is the employer of staff and schools who are subscribed to the service from the council's safety team, any RIDDOR reporting requirements will be done for you by the safety team. If you have informed the council (by inputting sick absence data into SAP using the specific codes for COVID-19 absence or by informing schoolsafety@birmingham.gov.uk). For schools who do not subscribe to the service from the council's safety team and where the council is not the employer of staff you will need to check with your employer and/or provider of safety support regards your arrangements for undertaking RIDDOR reports and how coronavirus is reported (for those cases meeting the HSE defined criteria). 			
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	9	<ul style="list-style-type: none"> School's medical room/space has been assessed to ensure social distancing and isolation measures are not compromised. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	Yes	<p>School has been following COVID Government guidance since April 2020.</p> <p>Associate leader office used as a holding area for sick children.</p> <p>A member of WHMAT is needed to lock the building in case of COVID symptoms displayed in school. HO to action.</p>	4

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14. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home					
Provision of PPE for staff where required is not in line with government guidelines	9	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated Sufficient PPE has been procured through normal stockist PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	Yes	<p>Current stock adequate for opening in September then</p> <p>Estates and procurement to ensure adequate continued supply of stock.</p>	6

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PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	9	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines and Public Health Birmingham scenarios Sufficient stock has been ordered using school's usual suppliers Arrangements to seek LA support to obtain PPE in case of an emergency are known and in place Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines 	yes	<p>Current stock adequate for opening in September then</p> <p>Estates and procurement to ensure adequate supply of stock for September</p>	6
15. Managing premises related issues					
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	6	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. Alternative arrangements have been considered such as using a different entrance for contractors and organising 	Yes	<p>MUGa installation first two weeks of September. Playground will be sectioned off and they will not be allowed on site. They will need to bring own welfare equipment. There will be no handwashing facilities. They will bring own hand sanitisers.</p> <p>Any other contractor will be supervised by</p>	2

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		<p>classes so that contractors and staff/pupils are kept apart.</p> <ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • Premises governing board committee is aware of planned works and associated risk assessments • 		BSM and will be arranged before and after school to avoid cross over unless the need is urgent. In these circumstances they will be told to wear masks.	
Fire procedures are not appropriate to cover new arrangements	6	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ○ Reduced numbers of pupils/staff ○ Possible absence of fire marshals ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible • Staff, pupils and governors have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Fire drill arranged in line with Covid plan. 	Yes		4
Fire evacuation drills - unable to apply social distancing effectively	6	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place and are in line with social distancing measures, with marked areas if required 	Yes	In the event of a full fire evacuation; fire safety protocol to evacuate as per	6

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				Fire Risk Assessment and Marshall training	
Fire marshals absent due to self-isolation	6	<ul style="list-style-type: none"> All TAs are Fire Marshalls Staff appropriately trained in fire marshal duties as required. 	Yes		4
Statutory compliance has not been completed due to the availability of contractors during lockdown	9	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. LA support is in place 	Yes	All in place	2
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	9	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. NS/NC are aware of financial support available to support sustainability (LT to confirm) 	Yes		6

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16. Ensure you have considered the impact on staff and pupils with protected characteristics including race and disability in developing you approach					
<p>Considerations</p> <ul style="list-style-type: none"> Nationally the ONS analysis has identified an increased risk of death among some ethnic groups, although this increased risk reduces when age, gender and long term conditions like type 2 diabetes, high blood pressure and kidney disease, but doesn't disappear completely and further research is needed to explore this. There doesn't appear to be any different between in ethnic groups in terms of infection rates, i.e. who catches it, the difference is in the proportion who die. In light of this it is important for risk assessments of individuals, staff and pupils, take this into account, the main risks are around health conditions such as diabetes, kidney disease and high blood pressure, especially if poorly controlled and also obesity has been identified as a significant risk factor. The risk of death is also higher in older people over 65yrs and men have a slightly higher rate than women. Those with respiratory conditions like asthma and chronic obstructive pulmonary disease also pose higher risks, along with auto-immune conditions. Smoking can also exacerbate the disease and lead to poorer outcomes The NHS risk assessment suggests BAME individuals have a higher risk at a younger age, so as a rough guide consider a BAME 55yr old's risk in the same way you would consider White 65yrs old, but the biggest risk factor is existing health conditions. Once risks are identified then it would be sensible to work with your occupational health provider on how then to look at adjustments and whether staff can, for the remainder of term, support remote teaching or telephone support roles. This assessment will need to be on a case by case basis. If someone in the household is shielding (part of the 1.5million), the children in that household should not be included in the first wave of students going back to school. Staff may however consider returning if they are able to practice good hand hygiene and follow the national guidelines on living with someone who is shielded. It is less clear cut for children who are living in households with other vulnerable adults or siblings who are not shielded, however it is worth noting that the risk is less from younger children than older children and can be reduced through good hand hygiene. This however will be a decision that parents will need to make individually based on their personal circumstances. 					

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Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	9	<ul style="list-style-type: none"> An equality impact assessment is undertaken for staff and pupils All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans. Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Consider advice from Public Health England regarding BAME staff in section above. Seek advice from Occupational Health Service 	Yes	<p>Completed April 2020</p> <p>Notice to parents</p>	2
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media	6	<ul style="list-style-type: none"> No. of BAME staff - 6 No. of BAME staff risk assessed and requiring to remain shielded at home- none No. of BAME staff able to return but requiring additional support - one 	Yes	BAME staff not to undertake first aid for suspected cases of CV 19.	1

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coverage on deaths related to coronavirus.		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. 		In addition CV or CEV staff do not undertake first aid either.	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus	6	<ul style="list-style-type: none"> • No of BAME pupils 69 (currently) • BAME pupils risk assessed and requiring to remain shielded at home • BAME pupils able to return but requiring additional support • There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school • School arrangements demonstrating social distancing measures are shared with parents and pupils • Resources/websites to support parent and pupil anxiety are provided. 		Same measures for all.	4

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Parents do not follow advice on social distancing when visiting the school	6	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time Arrangements for visiting the school are communicated to parents/carers <p>Expectations around hygiene and social distancing are communicated with parents/carers including drop-off/pick-up time to reduce gatherings</p>	Yes		2
17. Work with other school based provision as necessary e.g. nursery SEN unit to ensure policies are aligned where they need to be					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	6	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Arrangements are in place to review the policies in line with further DfE guidance on Early Years, SEN resource base, post 16 etc. Reference to an addendum for the BCC Model Safeguarding Policy. 	Yes		2
Risks are not comprehensively assessed in every area of the school, including nursery and resource base if applicable, in light of COVID-19,	6	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school including any Early Years When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes		2

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18. Home to School Transport					
<p>Urban Transport Group released a briefing (27 May) urgently requesting the Government to lead joined-up dialogue between the education and transport sectors on how best to resolve the operational challenges and to meet the full additional transport costs of the return to schools and colleges.</p> <p>Keys points include:</p> <ul style="list-style-type: none"> Promote the use of sustainable travel and transport (i.e. modes that improve physical wellbeing for users and/or environmental quality) for journeys to and from education and training establishments for children and young people or compulsory school age in the local authority area. As part of their overarching role to keep cities regions moving in a manner that protects health, the environment and quality of life, transport authorities also have an interest in ensuring that the return to school and college does not create congestion, contribute to air pollution or pose a risk in terms of the health and safety of children and their parents or of transport staff and the wider public, including passengers travelling on mainstream routes that serve schools. In line with this, transport authorities will be looking to ensure that children are able to safely walk, cycle or scoot to school where possible. Indeed, in normal times, transport authorities invest considerable resources in promoting mode shift for school transport and in supporting and training children to travel safely and sustainably. <p>The need to encourage children to walk, cycle or scoot to school sitting alongside the risks posed by a rise in speeding and other dangerous driving on empty roads. http://www.urbantransportgroup.org/resources/types/briefings/transport-challenges-return-schools-and-colleges-following-easing-covid-19</p>					
Pick up and drop off times	6	<ul style="list-style-type: none"> As per Government guidance: <ul style="list-style-type: none"> tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless 	Yes	Process in place, communicated to parents July 2020.	4

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		<p><i>they have a pre-arranged appointment, which should be conducted safely)</i></p> <ul style="list-style-type: none"> ➤ <i>talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</i> <p>In addition:</p> <ul style="list-style-type: none"> • Consider opening school gates earlier so parents can socially distance on the playground • Stagger start and finish times to ease pavement congestion • Consider the use of simple signage to highlight 2 metre distancing: stickers (could be customised versions e.g. using pupils' designs) or simple spray, tape or chalk markings • Consideration of emergency school streets measures as identified in the Emergency Birmingham Transport Plan including Car Free School Streets, parking restrictions and reducing speed limits. • If appropriate, consider putting into a place one-way pedestrian system on the street surrounding the school with determined entrance and exits for classrooms and areas of the school. 			
Children arriving late as a result of journey to school	6	<ul style="list-style-type: none"> • As per Government guidance: <ul style="list-style-type: none"> ➤ Children, young people and parents are encouraged to walk or cycle where possible ➤ <i>ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding</i> 	Yes	Children regularly reminded of the need to arrive before 9am. An arrival slot of 8.45-9am is planned.	4

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		<p><i>peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</i></p> <ul style="list-style-type: none"> ➤ <i>ensure that transport arrangements cater for any changes to start and finish times</i> <p>In addition:</p> <ul style="list-style-type: none"> • Advise parents/carers not to drive to school, allowing more room for children and families to socially distance around the school safely. Encourage walking, cycling or scooting to their education setting where possible. • Identify possible park and stride sites - parents and others who do have to drive can then park (legally) nearby and walk the last part of their journey. • Drivers should be advised to anticipate more pedestrians and cyclists than usual, restrict speeds and avoid parking on (or partially on) pavements. • If travelling by public transport: check website or live bus app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering if they can; sit in the window seat, leaving the seats in front and behind empty. For further information and guidance visit: https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us • Use Modeshift STARS to review and update school travel plan considering both staff and pupil travel. Communicate revised travel plans clearly to contractors, BCC and parents. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. 		<p>Parents asked to walk to school, and or park safely away from school gates.</p>	

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		<ul style="list-style-type: none"> For further information and guidance regarding any of the above points see: www.birmingham.gov.uk/modeshiftstars or contact: connected@birmingham.gov.uk. For information regarding home to school travel contact: Mark.Hudson@birmingham.gov.uk 			
Travel anxiety for new starters to secondary school	6	<ul style="list-style-type: none"> West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. The resources can be covered in class or as an independent activity for students to complete at home. All are available via this link. For reassurance/advice on using public transport and what it looks like to travel please find links below to three short YouTube films covering bus, tram and train journeys: Travelling Safely on bus (social distancing) Travelling Safely on Metro (social distancing) Getting through train stations (social distancing) 	yes	Covered in transition booklets	2
19. Contingency planning for local lockdown					
No plan in place if an outbreak or local lockdown should occur	4 x 3 = 12 High	<ul style="list-style-type: none"> School Business Continuity Plan has been updated Proposed resourcing model is in place should lockdown and partial or full closure be required Arrange for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham. Staff have been fully briefed on the action planning for local/bubble lockdown or outbreak. 	Yes		2x2=4 Low

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		<ul style="list-style-type: none"> • Preparation for learning continuity in the event of local or bubble lockdown (added in v4) <ul style="list-style-type: none"> ○ Blended learning offer to support continued delivery. ○ Remote learning packages ready to offer where there is an outbreak within a bubble or wider as part of business continuity. Consideration of remote learning for young pupils or those with SEND. • https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19 • Resources have been prepared that take account of online education resources for home learning (published by DfE 24 June 2020) added in v4 https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 • Information and guidance have been shared to support parents and carers of children who are learning at home https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 (added in v4) • Resumption of original Risk Assessment to consider phased opening as appropriate • Parents have been informed of the school's procedures for local/bubble lockdown • Response has taken account of the information, guidance and support for teachers and leaders on educating children during the coronavirus outbreak published on 22 May 2020 			

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