

Template date: 10/07/2020

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

**Name of school: The Federation of St Alphege CE School** most recent update 8/01/2021

This risk assessment pertains to St Alphege Church of England Nursery and Infant School and St Alphege Church of England Junior School. Both schools are federated and share a head teacher, deputy head teacher and governing body.

Following the first version for reopening schools to a wider setting from the 1<sup>st</sup> 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.

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 Head teacher / 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 controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
to take. All parent, carers and visitors advised to wear a face covering when entering school site. School staff to be given option of wearing face coverings. <del>in communal areas and pinch point areas.</del>	<ul style="list-style-type: none"> <li>We will communicate this via a letter to all parents.</li> <li>We will support the family with early drop off and pick ups for other children in the household.</li> </ul>			
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"> <li>We have clear signage in both schools. We will remind parents and carers <del>of this before we break up for summer holidays and at the start of the autumn term</del> with regular reminders in the weekly newsletter.</li> </ul>	low	R Morrissey and R Hope	1/9/2020
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"> <li>We will refer (and refer others) to Government guidance.</li> <li>We will review school's health and safety policy arrangements, 'Supporting pupils with medical conditions' policy or medication policy.</li> <li>This is written into our plan for September.</li> </ul>	low	R Morrissey	1/9/2020
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"> <li>We have identified a suitable room in both schools – library infants and adjacent toilet, medical room juniors and adjacent toilet.</li> <li>Cleaner or other trained staff will clean area after use following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>PPE will be used by staff if a 2 metre distance cannot be maintained.</li> </ul>	low	R Morrissey	1/9/2020

## 2) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:

		HIGH		
		MEDIUM		
		LOW		
<p>Ensure the following have been communicated to children, staff, visitors etc.: -</p> <ul style="list-style-type: none"> <li>- The importance of good hand hygiene.</li> <li>- Hands are cleaned on arrival at the setting, before and after eating, after using toilet blocks and after sneezing or coughing.</li> <li>- Visitors wearing a face covering when entering school site – e.g. drop off and collection times.</li> <li>- Staff to be given choice of wearing a face covering in communal areas and pinch points.</li> <li>- Children encouraged to wear a vest or thin t – shirt underneath their uniform.</li> <li>- <b>To keep rooms well ventilated</b></li> </ul>	<ul style="list-style-type: none"> <li>• We have posters in both schools and will use: games, songs and repetition during teaching time to remind children of this.</li> <li>• It is written into the plan for <del>September and staff will be given regular reminders to staff.</del></li> <li>• We will use resources such as <a href="https://www.e-bug.eu/">https://www.e-bug.eu/</a> to teach effective hand hygiene</li> <li>• <b>Hand sanitisers at reception, in each classroom and around both schools. Hand sanitiser stations in both schools.</b></li> <li>• <del>Portable hand washing stations ordered for both schools – <a href="https://kiddiwash.com/">https://kiddiwash.com/</a></del></li> </ul>	low	R Morrissey and R Hope	
<p>Children clean their hands regularly, including when they arrive at school, return from breaks, change rooms and before and after eating.</p>	<ul style="list-style-type: none"> <li>• SEE ABOVE and Hand washing and hand sanitiser 'stations' available throughout the school and are in a suitable locations e.g. high frequently touched surfaces.</li> <li>• Teachers to supervise use of hand sanitisers and help provided for small children and pupils with complex needs. Staff supervision will prevent ingestion of hand sanitiser which can lead to the risk of alcohol poisoning so care should be taken in its use</li> </ul>	low	R Morrissey and R Hope	
<p>Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place.</p>	<ul style="list-style-type: none"> <li>• Contact public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel if needed.</li> <li>• Site Manager at each school to complete regular stocktake of supplies including considering more may be needed <del>from September 2020</del> as and when.</li> </ul>	low	S Willard with N Pelosi and K Biddle	
<p>Make sure help is available to children and young people who have trouble cleaning their hands independently.</p>	<ul style="list-style-type: none"> <li>• Children, young people who may have trouble washing hands on their own will be supported in doing so.</li> </ul>	low	R Hope and L Stanion	3/9/2020
<p><del>Promote to staff and parents the importance of washing clothes following a day in an educational or childcare setting.</del></p>	<ul style="list-style-type: none"> <li>• <del>We will write to parents to update them on this before summer holidays and at the start of the academic year in September with regular reminders in the weekly newsletter.</del></li> </ul>	low	R Morrissey	

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>This is written into the plan for September shared with all staff 13/7/2020 – regular reminders will be given to staff in the autumn term.</li> </ul>			

### 3) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
<p>Ensure the following have been communicated to children, staff, visitors: -</p> <ul style="list-style-type: none"> <li>- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it').</li> <li>- Promote and encourage not to touch mouth, eyes and nose.</li> </ul>	<ul style="list-style-type: none"> <li>We have posters in both schools and will use games, songs and repetition during teaching time to reinforce this message with children.</li> <li>This is written into the plan for <del>September shared with all staff 13/7/2020</del> – regular reminders will be given to staff in the <del>autumn term</del> <b>spring term</b></li> <li>We will ensure a supply of tissues for classrooms, offices, staffroom etc.</li> <li>We will also encourage children and staff to bring their own <del>for personal use</del> tissues for personal use.</li> <li>All essential visitors and new or supply staff will be fully briefed on our protective measures and RA. <b>However we will be limiting these to a minimum.</b></li> </ul>	low	R Morrissey	19/11/2020

Put in place a procedure for bins for tissues so they are emptied throughout in the day.	<ul style="list-style-type: none"> <li>Cleaners, site manager, staff will empty bins and be given information on how to do this safely – wear gloves and use bin liners which can be tied when bins are emptied. This will also be done during the school day by DB – infants and JW – juniors.</li> </ul>	low	R Morrissey	8/6/2020
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> <li>Staff will continue to be briefed and this is part of our plan for September shared with ALL staff 13/7/2020 and beyond. Staff further updated on this following SMBC guidance on thermal comfort in schools (November 2020) and January 2021.</li> <li>Children encouraged to wear a vest or thin t-shirt underneath their uniform.</li> <li>Where safe to do so Site Manager at both schools to open windows in morning.</li> </ul>	low	R Morrissey with N Pelosi and K Biddle	3/9/2020 19/11/2020
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"> <li>Staff will be briefed on this regularly on the importance of keeping rooms well ventilated.</li> </ul>	low	R Morrissey with N Pelosi and K Biddle	3/9/2020

#### 4) Enhanced cleaning, including frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	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"> <li>Cleaning timetable for wider opening from June 8<sup>th</sup> 2020 will be continued. We will have cleaning of high touch points in both schools – infants DB and juniors JW.</li> <li>We will remind staff to keep cleaning products out of reach of children</li> <li>We will make relevant staff aware of <a href="#">COVID-19: cleaning of non-healthcare settings guidance.</a></li> </ul>	low	R Morrissey	3/9/2020

	<ul style="list-style-type: none"> <li>- Staff have been given information and instruction.</li> <li>- Follow guidance for cleaning in education and child care settings:</li> </ul>  <p>FINAL Cleaning in schools v1 june 20.p</p> <ul style="list-style-type: none"> <li>- We will review cleaning activities risk assessment.</li> <li>- As part of our plan for September and beyond we will continue to reduce and limit the amount of soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts – in particular in early years</li> </ul>		R Daniel	8/6/2020 and 1/9/2020
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> <li>- Stocktake completed of cleaning supplies including the frequency of when they need to be replenished – this is ongoing.</li> <li>- Site Manager at both schools to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous.</li> </ul>	low	N Pelosi and K Biddle	
Children not to use outdoor play equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> <li>- We have discussed with staff how outdoor play equipment can be managed and cleaned in between groups of children. This is part of our plan for September and beyond</li> <li>- We will not be using outdoor adventure playground equipment in September and beyond but will allow use of outdoor seating within a bubble.</li> <li>- <del>We will update playground equipment risk assessment for before, during and after school use.</del></li> <li>- Before outdoor equipment is used again site managers at each school will undertake a thorough check.</li> </ul>	low	R Hope N Pelosi & K Biddle	1/9/2020

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

Risk controls to be put in place	How will this be achieved:	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"> <li>- Class groups or bubbles have been planned for in September 2020 and this continues with reduced opening during lockdown January 2021.</li> <li>- Wrap around before/after school club groups (bubbles) will be the same as during the school day where possible. If this is not possible size of groups (bubbles) will be reduced and will be the same consistent group (bubble). If possible siblings will be kept in the same group (bubble). As an additional measure Beechwood will use the school hall at the junior school in Autumn 1.</li> </ul>	low	R Morrissey and R Hope	1/9/2020
Attendance will be restricted	<ul style="list-style-type: none"> <li>- Attendance will be restricted to vulnerable children and children of critical workers only as advised during national lockdown in January 2021. We will try not to limit numbers, but we will keep these under review and deploy existing staff more flexibility where needed.</li> </ul>	low	R Morrissey and R Hope	1/9/2021
Separate Groups (bubbles) and maintain social distance between individuals.	<ul style="list-style-type: none"> <li>- School site – playground will again be zoned to allow for groups (bubbles) staying separate</li> <li>- SLT meetings and discussions with governors have taken place on how a broad curriculum can be taught with measures in place to keep groups (bubbles) apart.</li> <li>- Timetable will be continued to allow time for common areas to be cleaned (frequently touched surfaces) before another group (bubble) uses the area.</li> <li>- Staff meetings and training sessions will be virtual where possible to reduce the possibility of</li> </ul>	low	R Morrissey and R Hope	1/9/2020

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>transmission between adults.</li> <li>- Use of staffroom will be minimised</li> </ul>			
Try and keep distance in the classrooms	<ul style="list-style-type: none"> <li>- Where possible teachers to keep 2 metres distance, markers on floors to help.</li> <li>- Desks and furniture rearranged to maximise space as much as possible.</li> <li>- Teachers will continue to be given advice and information on avoiding close face to face contact with children and how to keep at least 1 metre away from anyone.</li> <li>- For older children information will continue to be communicated to encourage keeping a distance and not to touch other people.</li> <li>- Where possible Pupils should sit in the same place in any given classroom for each lesson</li> </ul>	low	R Morrissey and R Hope	3/9/2020
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> <li>- Information will be sent to parents about children to bring into school essential items only e.g. coats, wipe able lunch boxes, school bags, plastic pencil case- this is part of the plan for September and beyond</li> </ul>	low	R Morrissey	3/9/2020
Ensure measures in place to avoid large gatherings	<ul style="list-style-type: none"> <li>- No assemblies or collective worship – these will take place with virtually using MS teams or pre-recorded with NO singing.</li> <li>- Timetables in both schools will be adjusted with staggered starts, breaks, lunches and finishes to avoid different groups passing through corridors, entrances and exits at the same time. Where numbers start to gather on school premises we will use our discretion to admit children into school earlier.</li> </ul>	low	R Morrissey	3/9/2020

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
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"> <li>- SLT have discussed staggering start and finishing times – these have worked well since June 8<sup>th</sup> and will continue in September and are in the plan.</li> <li>- We will put posters and lessons giving to pupils on how to remove face coverings when arriving at school and include this information in letters / newsletters to parents.</li> <li>- We will encourage use of walking and cycling</li> </ul>	low	R Morrissey and R Hope	3/9/2020
Ensure framework in place for supporting transport to and from schools from the autumn term.	<ul style="list-style-type: none"> <li>• We will refer (and refer others) to Coronavirus (COVID-19): safer travel guidance for passengers <a href="https://www.gov.uk/guidance/coronavirus-(COVID-19)-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus (COVID-19)-covid-19-safer-travel-guidance-for-passengers</a>.</li> <li>• We will encourage parents, staff and pupils to walk or cycle to school.</li> </ul>	low	R Morrissey and R Hope	1/9/2020  9/10/2020
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"> <li>• We will continue to communicate this via letter to parents before end of Summer term and again in September.</li> <li>• Only one parent/carer will be permitted to collect children from site to reduce large gatherings.</li> <li>• Entrance gates will continue to be supervised to promote social distancing, where numbers start to gather outside school gates and on the school site we will use our discretion to admit children into school earlier.</li> </ul>	low	R Morrissey and R Hope	16/7/2020 and 1 /9/2020  19/11/2020
Reduce the use of shared resources between pupils and staff.	<ul style="list-style-type: none"> <li>• We will create stationary packs for each group – encouraging sole use of key stationary items –</li> </ul>	low	R Morrissey and R Hope	1/9/2020

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<p>pencil etc.</p> <ul style="list-style-type: none"> <li>Books, games and other classroom based resources can be shared within the same group (bubble); these will be cleaned regularly.</li> <li>Where resources are shared between groups (bubbles) these will be cleaned frequently. We will also look to rotate items allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between uses by different groups (bubbles). We will apply the same principles to apply for shared resources taking home by a pupil e.g. reading / library books.</li> </ul>			
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> <li>We will review positive handling plan for specific children.</li> </ul>	Low	R Hope and L Stanion	
Ensure specific plans are in place for SEND pupils	<ul style="list-style-type: none"> <li>Teachers and special educational needs coordinators to have meetings to review pupil on education health and care (EHC) plans – virtually via MS Teams with parents / carers</li> </ul>	low	R Hope and L Stanion	1/9/2020

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

Risk controls to be put in place	How will this be achieved:	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"> <li>We will refer (and others where appropriate) to guidance of what PPE is required for intimate care <a href="https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/">https://www.solgrid.org.uk/education/education-improvement/health-and-wellbeing/medicines/intimate-care/</a>.</li> <li>We will ensure 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.</li> <li>We will refer to SMBC PPE guidance on school extranet page and <a href="#">PPE Advice</a> for decision making.</li> </ul>	Low	R Hope	3/9/2020
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"> <li><i>Refer to suggested SMBC first aid needs assessment and update where required including</i></li> </ul>  <p>FirstAidNeedsAssessmentApril 2020.doc</p> <p><i>increasing PPE in first aid boxes.</i></p>	Low	R Hope	24/9/2020
Process in place for removing face covering once children arrive at school	<ul style="list-style-type: none"> <li>Pupils will be given information to remove face covering once they arrive at school.</li> <li>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must 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.</li> <li><del>The plastic bag should be sealed and we will have a supply of sealable plastic food bags to hand if children/young people need them for any non-disposable face coverings.</del></li> <li><del>Instructions will be given in lessons on how to put on and off a face covering.</del></li> </ul>	Low	R Hope	3/9/2020

## 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:	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"> <li>- Emails will be sent to staff and letters sent to parents/carers on the test and trace process and NHS Covid app, staff immediately contacting the school when test results are known.</li> <li>- Head teacher and SLT are aware of the <a href="#">testing to support educational setting</a> flowchart.</li> <li>- Head teacher / DH to inform Solihull public health via <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a> or 0121 704 6892.</li> </ul>	Medium	R Morrissey	3/9/2020
Understand how to contact the local Public Health England health protection team	<ul style="list-style-type: none"> <li>• Head teacher and SLT will give contact details for Public Health department at Solihull Council: <b>0121 704 6892</b> or email <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a>.</li> </ul>	Medium	R Morrissey	3/9/2020

### 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:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
Ensure immediate action is taking when aware that someone who has attended the school has tested positive for coronavirus (COVID-19).	<ul style="list-style-type: none"> <li>- We will report cases using the online reporting system: <a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l</a> Or by telephone: <b>0344 225 3560 (opt 0 opt 2)</b></li> <li>- We will inform our school advisor Susan Hickerton and the school improvement team at SMBC.</li> <li>- For advice and support we will contact the Public Health department at Solihull Council: <b>0121 704 6892</b> or email <a href="mailto:contacttracing@solihull.gov.uk">contacttracing@solihull.gov.uk</a>.</li> <li>- Information will be emailed to office staff and SLT of the local health protection team contact details.</li> <li>- School office staff have a process to follow if contacted by the NHS Test and Trace team.</li> <li>- We will implement any actions instructed by the local health protection team following their investigation.</li> </ul>	Medium	R Morrissey	18/9/2020

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

Risk controls to be put in place	How will this be achieved:	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"> <li>- Head teacher and other SLT are 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, maybe classed as having an outbreak by PHE.</li> <li>- Head teacher and other SLT will work with the local health protection team on measures required to contain any such outbreak.</li> </ul>	Medium	R Morrissey	18/9/2020
Ensure contingency plans have been updated for update	<ul style="list-style-type: none"> <li>- Plans will be updated using the DFE guidance on local area outbreaks.</li> <li>- These will contain clear identification of roles and responsibilities.</li> <li>- Remote education plans are in place in case of a local outbreak and the school has to close and are referred to the plan for September for National lockdown in January 2021 and reduced attendance at school.</li> </ul>	Medium	R Morrissey	1/9/2020  5/1/2021



		<b>LOW</b>		
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.	<ul style="list-style-type: none"> <li>A workplace inspection will be carried out by Site Manager and HT using the suggested SMBC    H&amp;S Inspection Template.doc  workplace inspection template:</li> <li>The Site Manager will carry out a site inspection using the suggested SMBC monthly site    Monthly Site Checklist  checklist.</li> <li>School to review its water hygiene arrangements with SMBC Property Services (or other designated provider) to assess whether to disinfect water systems.    Property Services ManagingSchools</li> </ul>	<b>low</b>	N Pelosi and K Biddle	3/9/2020
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 lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> <li>We will continue to contact SMBC Property Services to ensure a competent person is able to complete the building and compliance checks.</li> </ul>	<b>low</b>	N Pelosi and K Biddle	1/9/2020
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> <li>We will review school's Emergency Evacuation Plans and PEEPs taking into account any groups (bubbles) that have been created etc...</li> </ul>	<b>Low</b>	R Morrissey and R Hope	24/9/2020

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

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
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		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"> <li>We will ensure there is support for children who may be anxious about coming.</li> <li>We will ensure there is support for staff returning to work.</li> <li>We will complete return to work checklist for all staff returning to work.</li> </ul>	low	R Morrissey, R Hope and L Stanion	3/9/2020
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"> <li>We will share visitor protocol through emails and briefings</li> <li>Contractors and visitors where appropriate will only allowed on site after school hours. If this cannot be achieved specific method of work will need to be created.</li> <li>Contractors will be asked to send their COVID-19 secure risk assessment and methods of work which have been approved by the Head teacher/DHT and we will insist that they attend out of school hours.</li> </ul>	Low  Low	R Morrissey  N Pelosi and K Biddle	3/9/2020
Communicate to parents/carers the measures in place to reduce the risk of transmission of the virus	<ul style="list-style-type: none"> <li>We will write to all parents before the summer holidays and again in September. We will update school website to include details of the measures in place.</li> <li>Head teacher/SLT will continue to speak to any parents/carer who have concerns and if it cannot be resolved follow the complaints procedure.</li> </ul>	low	R Morrissey	16/7/2020 and 1/9/2020 and 8/1/2021
Share arrangements with staff, governors and trade unions bodies	<ul style="list-style-type: none"> <li>We have briefing briefed all staff on the plan for September and the RA process – week beginning July 6<sup>th</sup> 2020. 11<sup>th</sup> January 2021. And we will continue to do so via - briefings, shared drive, trade union meetings. We have also shared any revisions with staff and governors.</li> </ul>	Low	R Morrissey and R Hope	13 / 7 / 2020
Ensure arrangements are regularly monitored and reviewed	<ul style="list-style-type: none"> <li>Employees to raise concerns to Head teacher/ DHT – both have an open door policy.</li> </ul>	low	R Morrissey and R Hope	3/9/2020

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	<ul style="list-style-type: none"> <li>Weekly floor walks completed by Head teacher/DHT to ensure measures are being followed.</li> <li>Any actioned identified are reviewed in SLT meeting and where appropriate shared with governors</li> </ul>			

### 13) Curriculum Specific

Risk controls to be put in place	How will this be achieved:	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"> <li>We will follow CLEAPSS <a href="#">P104 organising and managing hands on activities in science, DT &amp; Arts guidance</a></li> </ul>	low	E Fryer and H Goddard	1/9/2020
Systems of controls in place for physical education, sport and physical activity.	<ul style="list-style-type: none"> <li>Where possible outside sport will take place and large indoor space will be used if this is not possible.</li> <li>We will follow AfPE guidance for <a href="#">physical activity in schools</a></li> <li>We will follow government guidance on the <a href="#">phased return of sport and recreation</a></li> </ul>	low	K Ruby, L Murphy and R Pinfold.	3/9/2020
Singing	<ul style="list-style-type: none"> <li>Singing should take place outside where possible. If indoors a large area (e.g. hall) should</li> </ul>	low	R Hope and R Morrissey	8/1/2021

Risk controls to be put in place	How will this be achieved:	Considering your controls what stage are you at? (record risk level)	Assigned to:	Date completed:
		HIGH		
		MEDIUM		
		LOW		
	be used with as much ventilation as possible. Classes should not be mixed to do this. Loud singing should not be encouraged with any background music kept to a low volume level.			
Swimming	<ul style="list-style-type: none"> <li>We will not undertake Indoor swimming lessons during the Autumn term - Spring term are not currently permitted and we will keep updated on the government advice.</li> <li>Once permitted we will use <a href="#">Swim England guidance</a> to develop plans to commence swimming activities</li> </ul>	low	K Ruby, L Murphy and R Pinfold.	24/9/2020
Education visits	<ul style="list-style-type: none"> <li>We will not be undertaking any educational trips during the first half term (at least) in Autumn. Spring.</li> <li>We will follow <a href="#">Travel guidance for educational settings</a> government guidance</li> </ul>	low	R Morrissey and R Hope	24/9/2020

Name of School: <b>The Federation of St Alphege CE School</b>	
Signed: R Morrissey	Date: <del>13 / 07/2020</del> 24 / 9/ 2020
Head teacher / SLT Member: R Morrissey	
Review date: <del>24<sup>th</sup> September 2020</del> <del>19<sup>th</sup> November 2020</del> January 8 <sup>th</sup> 2021	

### Further Information

<a href="#">Guidance for full opening: schools</a>	<ul style="list-style-type: none"> <li>• <a href="#">Guidance for full opening: special schools and other specialist settings</a></li> </ul>
<a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) (COVID-19) outbreak</a>	<ul style="list-style-type: none"> <li>• <a href="#">Government guidance, cleaning of non-healthcare settings guidance</a></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">Government guidance, safer travel guidance for passengers</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Planning guide for primary school</a></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">DfE guidance, conducting a SEND risk assessment during the coronavirus (COVID-19) outbreak</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings</a></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">NHS test and trace: how it works</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">DfE guidance, implementing protective measures:</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Managing school premises during the coronavirus (COVID-19) outbreak</a></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="#">HSE guidance on First aid and medicals during the coronavirus (COVID-19) outbreak</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">National Fire Chief Council School Guidance</a></li> </ul>

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email [healthandsafetysupport@solihull.gov.uk](mailto:healthandsafetysupport@solihull.gov.uk) telephone 0121 704 6328