

Cooper Perry Recovery Plan / Protocols COVID 19 – Updated November 2021

The following plan outlines risks that may increase the spread of COVID 19. Steps and protocols will be put into place to minimise these risks of spread following the current government guidelines. This plan will be reviewed by SLT and Governors and is a working document.

This is to be considered in conjunction with the SCC advised risk assessment documents and the Government guidance and updates. The local authority COVID outbreak team support the school with all cases and outbreak controls.

Considerations	Actions to mitigate concerns	Notes:
<u>Staffing requirements</u> We will be expecting all pupils to attend school as per the government guidance unless they can provide a shielding letter from a GP to state that they are still remaining in isolation. Pupils who may be at home: Pupils who show symptoms and are waiting test results Pupils who have tested positive Pupils who have been requested to isolate as a result of track and trace. (New variant Omicron) (All of the above must follow the current government or local guidelines)	All staff (unless supported by a GP shielding letter) will be in school resuming their contracted hours of employment. Staff who are not double vaccinated will be asked to isolate for 10 days on close contact with COVID (they will be asked to work from home) Admin staff will likewise be required to be in school (with the exception of the office Manager who will work from home for some of the week to enable office space and provide a backup in case of isolation) so that they can fulfil their role accordingly, as will site staff, cleaners and all other members of staff. Members of staff who work in more than one setting will be expected to now return and ensure that they follow strict hygiene and social distancing where possible. They must not mix between further teams. Each group (team) will be allocated a certain number of adults to support them. Those are the only adults that are to come in to contact with those children unless they are a cover supervisor or a cover teacher. In this instance the contact will be as minimal as possible. Non-class based staff need to be very aware that they must not routinely come in to contact with groups of children for more than 15 minutes as they could be unknowingly spreading the virus between groups. They must maintain social distances if entering bubbles and may wear face coverings. This includes the senior leadership team who may conduct learning walks around the school for monitoring purposes. Monitoring of teaching and learning will occur where possible within the bubble. Social distances must be adhered to between staff and staff and staff and pupils where possible. Staff will have to continue to fulfil roles beyond what they are used to. Teaching assistants will be required to take small groups and deliver lessons at times (under the instruction of a class teacher) and we will all have to support with the cleaning of school throughout the day to reduce the spread (as with the June 1st Risk assessment 2020)	We will struggle if staff are ill from non-coronavirus illness

	There will be a requirement to be very flexible as a staff body. If members of staff become unwell (unrelated to Covid-19) then we will need to ensure that people are suitably placed to 'back-fill' and support one another therefore rotas and positions may change where required. When staffing falls below healthy levels we may need to operate our contingency planning remotely. (This is a last resort)	
<u>Entry/exit of school and movement within</u> We need to make plans to reduce the possibility of large groups of the school community gathering at any one time, that very much includes parents. Therefore, entering school and exiting school pose potential problems, as does movement within school. Our behaviours have to change so that we limit the potential risk to one another. The DfE acknowledge that schools may change the start and finish times or introduce processes for drop-off and collection arrangements. The DfE guidance does not make reference to children socially distancing themselves from one another. This is in acknowledgement that it is impossible to do so. However, we must try to reduce contact as much as physically possible.	There will be no large gatherings of adults or children. Where possible, meetings will take place online or in large spaces (or outside) so that adults can appropriately socially distance. Likewise, there will be no assemblies for children. Bus children, Nursery children (and siblings) and village children will enter through the office but all other children must be dropped off and collected via the rear car park unless agreed by the senior leadership team. KS2 children must enter site unaccompanied. (unless a specific reason prevents this) Reception children may be accompanied to the rear classroom door. (Parents must follow the strict social distancing and 1 way system). Collection will be at the rear door. The school office is inaccessible. The office will not be open for parents to drop-in to. However, parents can still call and receive support over the phone or via email. Children need to move around school in their teams / bubbles and not mix with other children, however they are permitted to walk past one another in corridors – the risk of contracting the virus by walking past one another has been assessed as minimal therefore one-way systems are not necessary. Teachers will need to consider timings of the school day so that contact between different groups of children is limited. A timetable will be shared that includes breaks and lunchtimes. Where possible (difficult with EYFS) children should remain in the same setting and area of the room throughout the day, even retaining the same seat if they are attending on consecutive days. The staff room will remain open to adults, however strict social distancing must be in place at all times (See mitigation of risk below). It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures or guidance otherwise multiple groups could be at risk of infection should anyone present with symptoms. This may result in a greater outbreak should positive cases develop in school. Guidance states that use of staffrooms should be minimised – 6c.	This may need to be reviewed

<u>Cleaning/hygiene considerations</u> In order to contain the virus, a strict cleaning regime needs to be in place. The government have provided very specific guidance about what we should be doing to effectively clean spaces in school. This will require adults that don't normally identify as cleaners to fulfil those duties throughout the day before the cleaning staff are in school to complete a thorough clean. Handwashing protocols are to be strictly followed and 'catch it, kill it, bin it' is to be promoted. Children are to be encouraged not to touch their mouth, eyes and nose.	At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment that will be stored appropriately within the classrooms. Adults and children are to wash their hands on entry to school, before break time, after break, before lunch, after lunch, before leaving school, and anytime that they visit the toilet or cough/sneeze in to their hands. Hand sanitisers are to be made available in classrooms. If they are not in classrooms, groups need to coordinate with one another so that all children can wash hands whilst remaining a sensible distance from one another. Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. There are hand soap dispensers in every toilet areas and hand sanitiser in all classroom areas. If possible additional hand sanitiser will be made available. Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. All rooms should be well ventilated therefore doors should remain open and where possible windows. CO2 monitor will help to regulate the need for greater ventilation helping staff understand what safe levels look like. Leaving doors open contravenes fire safety measures, however the risk of spreading the virus is greater than the risk of a fire. However, if a fire alarm is sounded, you must ensure those doors are closed. This measure will reduce the use of door handles significantly. Staff may wear PPE but be aware of the effects this will have on children (especially the younger children) It is advised that admin staff and senior leaders wear PPE if entering bubbles and must sanitise on entry and exit. It is advised that staff wear masks in social spaces around the school (update November 2021) If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings PF cleaning contractors now operate deep cleans using a room aerosol that disinfects within 20 minutes when available. (Update November 2021)
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<u>Outdoor play (break and lunch)</u> Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.	Rotas will reduce the contact in the playground. Staff must communicate effectively with each other via e-mail or messenger to ensure that the playground is not double booked. Games that encourage distancing and little touch need to be made available to the children. Outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is then gathered back in at the end of their break/ lunch time. The trim trail may be used – Children should use hand sanitiser when entering and exiting the playground to avoid spread. Members of staff are to rota themselves in to supervision roles for their group – 1 member of staff per group out at all times. The timings for break times can vary, but they must not conflict with other groups to the point that mixing with groups is unavoidable. Nursery and Reception can use their outdoor spaces.	
<u>Lunchtimes</u> We are still required to ensure that our children are fed adequately throughout the school day but also to reduce risk of infection, therefore we need to manage this time carefully so that it is not a 'pinch-point'.	Children will bring their sandwiches if they normally do. School meals will be booked via the online system and children will access the hall if possible to eat meals with their team. Members of staff responsible for groups will have at least one allocated lunchtime supervisor and may be asked to rotate between supporting the lunchtime and having their own lunch. They must ensure that they still have an adequate lunch break if they have been on duty. Once all children have had their dinner, they are to then play outside for a 30 minutes. During this time one midday supervisor will clean the tables and chairs ready for the next team to access. Children eating (See Rota) – Midday supervisor Children outside (30mins) – Midday supervisor cleans + member of staff supervising or another available supervisor outside to complete break. First aid at lunchtime – each bubble has a first aid box which must be taken outside. In an emergency a child may be sent to the school office for assistance or another member of staff who is supervising another bubble may help. (see timetable of staffing) Whilst children are outside, members of staff are to have their lunch and appropriately rotate through supervision so that all receive a break. This can continue in to the afternoon lesson time to ensure all	LTS may wear gloves and apron to clean.

	are well-rested i.e. the teacher will deliver the start of the afternoon without support staff (or the other way around) so that everyone can have sufficient time. A timetable of lunchtimes will be arranged so that there are limited children outside at any one point	
<u>Supporting medical needs of children</u> We need retain and have a clear understanding of the medical needs of the children in our care. Children might be taught by teachers they are not used to which is why sharing medical information is increasingly important, as is protecting staff from those with symptoms of Covid-19.	Where children have medical needs, we need to be very aware of them. Once groups are established, the office will produce a report that itemises the medical requirements of each group. This will be shared with the members of staff responsible for that group. Following that, appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication. Where children are requiring very specific support with medication, they will be prioritised as pupils that should stay with their current class teacher. If support is required to administer medication, then adults must wear a mask and gloves to further reduce the risk of spreading the virus, proceeded by thorough hand-washing. If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both spaces will be thoroughly cleaned by a member of staff wearing both gloves and a mask. The designated isolation spaces are as follows; - Deputy Office The child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. PHE will be notified by the school using the helpline and will advise on what measures need to be put in place and also if any further children or adults need to isolate if the test is positive. Well ventilated spaces are ideal for isolation. When there are high numbers of isolating pupils outdoor spaces may be used (under risk assessment) with adult supervision. Update: The office will inform parents of where their child is isolating and ask how long they will be in order to determine if a child needs an alternative location.	
<u>Re-establishing routines/expectations (Post remote learning)</u>	It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort. However, some families may struggle and it is important for the school to acknowledge this and offer help where needed. As children are out of school isolating for up to two weeks this remains vital on their return.	

For many the re-establishment of routines will be difficult. This will not just be for school routines; it will also be for those basic daily life routines, such as sleep and getting up. We know that this is difficult and a source of anxiety at the beginning of every term, but this will be on a larger scale. We will need to allow a period of adjustment and be aware of the impact of trying to re-establish these routines for staff, parents and children.		
<u>Online learning for children not in school</u> Some children may not be able to attend school. That will be either because they are shielding or unwell, or the school has had to follow local lockdown. Irrespective of reason, we still need to provide educational support to those children.	In the event of future closure or isolation teachers must be mindful that they need a back-up plan. All staff must plan a remote learning option for pupils who are isolating and in the event of a closure. Google classroom should be utilised if there is a bubble closure for KS2 pupils and may be used by KS1 if appropriate (otherwise the school website is an ideal place to signpost learning) The ICT coordinator will be supporting staff in using Google Classroom moving forward. For future potential closures staff must be ready to deliver online learning in a very new way. Particularly in KS2 where pupils have a greater level of independence.	AGH to continue to work with staff on this
<u>Bereavement /Social and emotional</u> Children will be increasingly aware of 'death' as it has been discussed widely and openly. Children may feel greater levels of stress or anxiety throughout the day and they will especially be upset if they have lost a loved one during this period.	Nurture will take place weekly within bubbles with a trained member of staff. This will be carefully planned and designed to support the needs and issues within that bubble. This will fit into our bigger plan of Wellbeing across the school which is being developed by the senior leaders. Individual HOPE support may be offered or requested by parents, teachers and pupils,	
<u>Special needs</u> The impact of all these issues will be even greater for those with special needs. Their learning will have been impacted as will issues of being or not being in school, managing change, routines and anxieties. There will be particular issues with managing transitions into school and where there is a change of setting.	For most of our SEN children the biggest hurdle will be expectations of behaviour, establishing routine again and reassuring them that all is ok. The groups should have a visual timetable every morning to reassure the children how the day will look. The class will need excellent behaviour management using positive reinforcement as many children may have forgotten how to behave (shouting out, talking over each other, poor language). After time off children may not remember how to behave immediately and may take a couple of weeks to get those good habits back, so patience will be a virtue! If behaviour is an issue for individual children and that leads to us not being able to ensure the safety of others, in terms of the virus control, then we may seek to suggest that those children are on reduced timetables as they transition back to school. For example, if younger children bite others and they don't learn that this is not appropriate very quickly, then we will need to seek additional	CP to support and monitor

	guidance about the suitability of their attendance. (External support must continue to be used where available and coordinated via the SENDCO)	
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Risk assessment - Recovery Plan / Protocols COVID 19 – updated November 2021

Bubble Groups / teams

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reduce contact	Children will be placed into groups that they will remain in for all activities including entry and exit from school. In shared spaces this will not exceed 64 pupils.	Low	
Children must not mix between the groups at any time	Bubble groups will remain isolated from the rest of school for all activities and will not mix at any time.	Low	
Where possible staff will not mix with other bubbles.	Unless there is a staffing shortage, cover required or emergency staff will not join any other bubble group. Lunchtime supervisors may deliver food to groups and support during lunchtime if they are not part of a bubble.	Low Medium	
Children socially distancing	Where possible activities to be planned to reduce movement around the classroom. If possible children to remain seated at desks or specified areas to ensure reduction in contact. A seating plan must be followed to enable contact and trace and reduce contact.	Medium	
Sanitisation and hygiene	All pupils will be encouraged to continue following the 'Catch it, bin it, kill it' routine and regular handwashing	Medium	

	(between each activity, break and lunch) following the 'happy birthday' principle. Children will be reminded and encouraged to not touch their face or mouth and cough into their elbows. Signs will be in each area to remind all staff and pupils of government guidance.		
Resources	Resources must not be shared between bubbles where possible. If there is no alternative then they must be cleaned prior to use and on return. Additional resources can be purchased to enable each bubble to have the required amount for their own personal use. Staff must not wander around the school collecting resources from different bubbles. If these are to be shared prior arrangement must be made and collection from a central safe point.	Low	

Entrance and Exit to school/ communication

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Parents will adhere to social distancing steps on entry and exit to school	Parents are encouraged to continue following social distancing guidelines.	Low	
Additional care	Parents may wish to wear facemasks November update – 1:1 meetings with parents will be via telephone or zoom where possible.	Low	
School Office	The school office should only be visited on emergency or if a child is late. Hand sanitiser is available and face masks must be worn	Low	

Parent communication	Parents must communicate via telephone or e-mail with teachers and staff	Low	
Teacher communication	Teachers must communicate where possible through e-mail or the use of internal phones. If unavoidable staff must use the 2m distancing rule and avoid touching anything in the office area. Staff, SLT and Governor meetings will now be where possible on zoom or if not possible in the hall at social distances.	Low	

Transport

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Pupils travelling to and from school by school transport. (SCC advice and support available for parents to contact)	Drivers will seat children according to drop off to minimise contact with each other. Pupils will be required to wear a mask to and from school. Parents should provide a zip lock named bag for pupils to keep their mask in once they arrive at school. Hand sanitizer will be used getting on and off the bus.	Low Low Low	Parents to liaise with the LA to arrange transport should they require it.
Travelling to other settings	All pupils accessing other settings and travelling by car must wear a face mask and adhere to hand sanitisation rules. They must follow the risk assessments at the other setting which will be shared.	Low	CP to seek risk assessments from additional settings.

Break times /use of outdoors

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Staggered break times	A strict timetable for break times will be in place. Nursery will have permanent use of the outdoors and this must be used as much as possible. Reception will have permanent access to outdoor space and this must be used as much as possible.	Low Low	
Use of outdoor spaces for activities	Outdoor space is encouraged to be used at all times where it fits the purpose of learning. Staff must consult with each other before using the outdoors to ensure bubbles do not clash.	Medium Low	

Lunchtimes / snacks

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Staggered lunchtimes	All Groups will have an allocated lunchtime worker (where possible a member of staff who has already been working within that group). Where possible there will be 2 members of staff to help with the cleaning and transition to outdoor spaces. The PE coaches will be on the playground to support ratios and games. Pupils will continue hygiene routines to ensure all germ spread is limited.	Low Low Low	

	Staff will organise their own break periods adhering to the guidelines and staffroom rules in place. Bubbles must try not to mix in staffroom areas and if unavoidable must not be in close proximity and together for more than 15 minutes. An additional staffroom space with better ventilation and ability to socially distance has been set up.		
Eating spaces	The hall will be used to serve lunch in sittings and all tables and chairs cleaned between groups. (with the exception of y1/2 who will be eating in their classroom)	Low	
Outdoor time	Outdoor time will be staggered in a specified location. Y1-Y6 will share the outdoor space keeping each group in a zoned area, to limit transmission there will also be staggered access to outdoor space.	Low Medium	
Cleaning	All groups will have their own cleaning kit and staff must use this to wipe down all surfaces and door handles regularly including lunchtimes.	Low	
Additional snacks	Pupils will be permitted to bring additional healthy snacks into school to support hunger issues and reduce fatigue. Staff must arrange for a morning and afternoon snack break which can be in or outside depending on timetabling.		
Drinks bottles	Pupils must not use cups from in school. They must bring a named drinks bottle with them that will go home for cleaning every day or they may choose to use a disposable water bottle. Bottles may be refilled in school.		

First Aid / close contact

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
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Close contact PPE	There will be close contact PPE provided for each bubble group with a first aid kit. This will include aprons, gloves, face masks and face shields. These must be used where close contact is unavoidable in an emergency.	Low	
If a child shows symptoms	If a child shows symptoms the child must be isolated immediately and parents informed. Parents will be informed to follow the guidance on testing and isolation before returning the child to school. Update November 2021 - Parents will be asked how long they will be to ensure if a child is isolating outside that it does not create an added risk.	Medium	Outdoor spaces can be used if a risk assessment is made on the conditions.
If a staff member shows symptoms	That staff member must self-isolate and complete testing. Until test results are returned. Only when a negative result is given must they return to work or when they have completed the isolation period if a positive test is confirmed.	Low	
A positive case is reported in school	All parents and staff will be informed. The group where the case was confirmed may be closed for additional deep cleaning to reduce risk of spread. PHE locality teams will advise the school on the next steps after a confirmed case.	Medium	Every case is reported to the Local Outbreak team. Support is provided on next step actions.
Individual medical needs	All pupils who have individual medical needs must have their plans reviewed on start of school. Teachers who are with these pupils must administer medicines using the appropriate PPE equipment. Medicines will be stored safely and staff must understand the individual needs and timings of the Individual plan. All inhalers and Epi-pens will be stored with the group for quick access and record sheets will be provided in each box to record use.	Medium	We will work with vulnerable families to protect children that are at greater risk.
PPE	The school will have access to the Local authority supply of PPE which will be made available to staff to use.	Medium	
Shielding	Only pupils and staff who have been notified by the NHS that they need to shield because they are extremely vulnerable will working from home.	Low	

Lateral Flow testing	Staff may volunteer to take LFT tests twice weekly. These are taken at home prior to work and recorded on the national database as well as on the school records. (This is only precautionary and staff must still follow government guidelines around symptoms and isolation. If symptoms present staff must get a PCR test at the local test centre).	Low	
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Out of hours School clubs

Under the governments Education and childcare settings: national restrictions from 5 November 2020 its states: Updated March 8th 2021: Updated November 2021

Schools and colleges can and should be continuing to offer before and after school or college activities and clubs for their pupils, in order to enable parents to work, seek work, or to undertake education or training, and for the purposes of respite care (for vulnerable children). This includes activities and clubs related to PE, sport, music, dance and drama.

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Food	Adults will wear PPE when preparing food for pupils and ensure that strict hygiene is followed. Pupils will be provided with toast and cereal. Snacks may be brought from outside of school but these must be in sealed packets	Low	
Handwashing and sanitising	All pupils will be asked to wash hands on entry and exit of the facilities and at intervals including snack time. Catch it, bin it, kill it will be followed.	Low	
If a child shows symptoms	The child must be isolated away from the other pupils and parents informed immediately. One member of staff must remain with the child and wear PPE.	Medium	
Cleaning	Staff must use sanitisation products to clean hourly toilets and surfaces. At the end of each session staff must clean all surfaces with disinfectant and ensure waste is removed.	Low	

	Soft furnishings must be sprayed with Dettol spray to reduce spread.		
Sports Clubs	Sports staff will clean down equipment prior to use. External sports coaches will follow their risk assessments (which the school have had site of) – any changes to the risk assessment must be communicated to the school immediately. Children will attend in their bubble groups to limit further contact with other children.	Low	
Music lessons	Music lessons will continue following the government guidance and strict risk assessments from ENTRUST and external providers. In the event of bubble closures ENTRUST coordinate remote lessons should parents choose to use them.	Low	

Toileting of children

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Toileting accidents	Accidents with younger children do happen particularly when they are in a period of change and uncertainty. Where possible children should be encouraged to clean and change themselves following pre-COVID 19 guidance. Yellow bags must be used to put soiled clothes in. Staff must follow the close contact guidance and PPE advice above.	Medium	

	Parents may be contacted to either assist in the changing of their child or take them home depending on the nature of the accident. Pupils will be supported for their own wellbeing in these instances. The schools intimate care policy will support this		
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Staffroom /staff wellbeing

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Taking a break	If possible breaks must be taken in isolation areas to reduce mix or in limited numbers. Staff may use the staffroom to make drinks and prepare food or have a quiet time out. There must be no more than 3 members of staff in the staffroom at one time to ensure social distancing can be followed. (5 members in the additional staffroom) Staff must adhere to 2m distancing to reduce risks and where more than one bubble not together for more than 15 minutes.	Low Medium	
Having lunch	Staff must take a break at lunchtime when the lunch supervisor takes over. If a TA is the lunch supervisor they must ensure they take a break before or after. Staff room areas and surfaces must be kept clean and tidy to reduce the spread of germs.	Low	

Cleaning and PPE	All groups will have a cleaning kit to ensure maximum protection and hygiene. Staff must use this regularly to ensure limitation of germs. Staff may wear PPE if they choose to (be mindful with younger children in particular of the effect this may have) Cleaning routines from our contractors will continue to be stepped up to ensure overnight germs are reduced.	Low Low	
PPA, management time and working off site. – to reduce contact between staff members and bubbles	PPA and management time where possible must be taken off site unless the member of staff has a meeting or task to do in school. The senior leadership team may also take time off site to work from home for online meetings and other work as long as there are adequate safeguarding members of staff remaining on site and they are contactable. Training and online meetings for all staff may be taken at home. Staff are encouraged to not be onsite for too long. It is requested that staff leave site no later than 4.30pm (unless they have a meeting) so that cleaners have enough time to complete additional cleaning tasks.	Low	

Staff toilets

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Men's toilet	Disinfectant spray and wipes will be available to clean the area before and after use.	Medium	
Women's toilet	Disinfectant sprays and wipes will be available to clean down the area prior and after use. No more than 1 member of staff in the ladies at one time to ensure social distancing can be met.	Low	
Cleaning	Toilet areas for adults will be deep cleaned each day by the contract cleaners and staff will have access to cleaning materials to complete wipe downs in entry and exit to toilet areas. Soap and hand sanitizer will be available in all toilet areas. Touch plates, tables and common contact areas must be cleaned regularly.	Low Low	

Additional cleaning / care

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Toilets	Toilets will be wiped down hourly on a rota basis and recorded. Limited access for pupils and adults to ensure safe distancing is applied.	Low Low	
Eating areas	Eating areas will be cleaned before and after use to reduce the risk of spread.	Low Medium	

	Children and adults will maintain distancing where possible.		
Equipment	Pupils will not be permitted to bring any additional equipment or toys into school. All other equipment will be selected to ensure that it can be cleaned each day with sterilizer to kill all germs. Any soft furnishing or paper based materials will be removed from classrooms. (Paper and soft furnishings carry germs for 5 days and are very difficult to clean). Anything that cannot be washed at 80 degrees should be considered carefully. Equipment will not be shared between groups.	Low Low Low	
Handwashing	Pupils will adhere to regular handwashing routines and use of hand sanitizer (follow the same pattern as before 20 th March)	Medium	

Visitors / Contractors /Students and volunteers

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Visitors	Visitors must sign in and leave a contact number for test and trace purposes. (These will adhere to GDPR guidelines but will be kept in the event of a positive case) All visitors will be asked to use hand sanitiser, be made aware of the risk assessment and follow social distancing rules. Face masks will not be required in school.	Low Low	Office to keep the records safe and secure in locked cupboards at the end of each day.
Contractors	Contractors will enter the premises where possible out of hours to avoid contact with pupils and staff. All contractors will be asked to adhere to the above.	Low	

Students and Volunteers	All students and volunteers are to be given a copy of the risk assessment and are to follow the steps. Inductions will include a thorough discussion of the expectations within the team (conducted by the team leader)	Low	
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Safeguarding

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
COVID 19 update	The amended safeguarding procedures will remain in place to ensure pupils who do not attend are still contacted regularly. Staff must continue to regularly update the DSL on contact and concerns. In school safeguarding will also run alongside this to ensure all cases are reported.	Low Low	This remains in place for bubble closures and COVID contingency
In school procedure and policy	Staff will use forms again for children and report concerns using the safeguarding policy and procedures as before March 20 th .	Low	
Reporting concerns	Follow the school and local safeguarding board policy.	Low	

PE and Swimming

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Additional sports coaches	Guidance allows adults to move between groups if unavoidable. In the instance of the sports coach strict cleaning and hygiene measures (see risk assessment) will be adhered to as well as social distancing from pupils.		

Sports equipment	Sports equipment must be cleaned if shared between groups and must be done by the sports coach after every session.		
Swimming	Guidance and risk assessments for swimming pools will be adhered to. Each individual establishment will share this nearer the time and this will be made available to parents. During lockdown swimming pools and leisure facilities will be closed. School will regularly review Swimming provision once it reopens and consult risk assessments before making a decision to commence lessons.		

Updates

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Review schedule	This risk assessment will be reviewed when local or national changes happen (or as required) and updated. Governors will be consulted on the document and it will be shared with all stakeholders.	Low	
Government guidance	The government and local authority guidance will support this document. Updated guidance will feed into regular reviews.	Low	
Staff briefings	Staff will continue to have weekly briefings to share any concerns and updates to this guidance. Staff must report and concerns that they have immediately if they feel any member of the community is at increased risk of harm.	Low Low	
Government updates	These will be e-mailed to all staff as they are released for your guidance.	Low	

All government guidance relating to this can be found on [gov.co.uk](https://www.gov.uk)

Additional cleaning risk assessments can be found on our website under COVID 19

If you have any concerns or amendments to the risk assessment that you wish to raise then please contact Mrs E Proffitt on headteacher@cooperperry.staffs.sch.uk

Revision History

Updated 6.11.2020

Last updated 30.11.2020

Updated (Lockdown): January 2021

Updated: March 1st 2021 for reopening

Updated: September 2021

Updated: November 2021