

Risk Assessment for Full Reopening of School September 2020

Hazard / What could go wrong?	Who may be harmed?	What is done now that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	Actions and Staff Member Responsible
Virus transmitted between children and staff	Children and staff	<p>Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • reduced contacts and maximised distancing between those in school wherever possible to minimise potential for contamination so far as is reasonably practicable <p>Timetables are adjusted to allow for staggered start and end of school day, break and lunchtimes. Children will be grouped together in class bubbles of <30 with same adults as far as possible</p> <p>Contact between groups will be avoided</p> <p>Classrooms will be arranged with forward facing desks</p> <p>Adults in school will maintain distance from pupils and other staff as much as possible</p> <p>Pupils not permitted to bring in toys etc from home</p> <p>No communal gatherings, such as assemblies, concerts, or class celebrations with invited parents/carers</p>	Low	Continue to monitor numbers in each group and effectiveness of rotas and routines	<p>HT/DHT to plan new rotas and timetables</p> <p>All staff to reinforce expectations with children</p>

Virus transmitted between children and staff in classrooms	Children and staff	Tables and chairs have been set up in rows so that no pupils are facing each other. Individual class teachers have reviewed where pupils will sit. Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front. Each pupil will have their own set of resources in an individual tray on their desk space, to limit movement around the class. Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing.	Low		Class teachers, TAs
Virus transmitted between children and visiting or specialist staff	Children and specialist/visiting staff	Music teacher working in different classes will maintain distance from children and keep the room well ventilated. Singing will be limited to groups of <15 and will take place outside where possible. Recorders will not be used until risk has reduced. Sports teachers and coaches will maintain distance from pupils and plan COVID-compatible activities. PE lessons will take place outdoors as much as possible. Equipment will be thoroughly cleaned between use by different groups. Pupils will be given additional space to change for swimming, and changing rooms will be cleaned between classes.	Low	HT/DHT to support new sport/music teacher to follow new expectations	HT/DHT

<p>Virus transmitted between children and staff when working in 1-1 or small group support role</p>	<p>Children and staff</p>	<p>Interventions will be provided by staff from within the child's class bubble, wherever possible.</p> <p>Groups consist of children from the same bubble where possible</p> <p>Where a member of staff is working across more than one bubble, space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</p> <p>All equipment needed for the child/group is set up in the space before the start of the session. Children bring their own equipment (e.g. pencils) where possible</p> <p>The intervention is provided at a distance</p> <p>After the child/group has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil</p> <p>Staff wash their hand between interventions</p>			<p>SENCO to oversee intervention timetable</p>
<p>Virus transmitted between pupils and staff in classrooms and shared areas</p>	<p>Children and staff</p>	<p>Classrooms to be cleared of non-essential equipment to create more space</p> <p>Desks to be spread out to create space between pupils when seated</p> <p>Remove excess furniture from classrooms</p> <p>Doors and windows kept open where possible, bearing fire and security risks in mind</p> <p>Open windows / doors where possible to ventilate room as much as possible.</p>	<p>Low</p>	<p>Individual classroom risk assessments to be carried out by HT and reviewed by H&S governor</p>	<p>HT/DHT to monitor</p>
<p>Virus transmitted between pupils and staff at lunchtime</p>	<p>Children and staff</p>	<p>Class R to be served hot lunch in classroom (freshly prepared in kitchen and transported in hygienic containers on trolley to classroom by school staff)</p>	<p>Low</p>	<p>HT or DHT on lunchtime supervision</p>	<p>HT/DHT to explain procedure to</p>

		No more than 2 classes allowed in hall for lunch, with clear zones for each class. 30 minute time slots for each pair of classes; children required to stay until all finished before being escorted to playground. Staff to clean benches and tables thoroughly between classes		duty to monitor proceedings	MDS staff
Virus transmitted between pupils at playtimes	Children	Playground to be split into two zones, for one class at a time. Break and lunch timings staggered so only two classes on the playground at a time. The school lunchtime will be reduced to 45 minutes. Climbing frame and playtower/slide will be available to one class per week, on a three week rota basis.	Low	Staff on duty to ensure classes keep separate	
Virus spread through surfaces in classrooms and shared areas	Children and staff	Books returning from home to be “quarantined” for at least 3 days Small items and toys to be restricted to one group of children, preferably one individual child. Children should be discouraged from exchanging or taking classroom aids from each other. Small metal and plastic items, such as building blocks, dolls, animal models, toy cars, etc to be cleaned by immersing in a tub or bucket of weak disinfectant solution for half an hour then rinsed in clean water and left to drain overnight. Use of soft toys should be timed to allow at least 24 hours to pass before being used again. Wooden items should be cleaned with disinfectant and left to dry overnight. Soft toys and furnishings to be removed from classrooms Detergent sprays and cloths to be provided in each classroom for staff to clean hard surfaces (desks, door handles etc) at frequent intervals Learning resources organised into boxes to be put away or allocated to groups Individual pupil resource sets (e.g. writing equipment) to be created and kept in labelled trays or bags Staff to avoid handling pupil books. Pupils to be encouraged to mark own work where possible. Books can be left open on desks for	Low	HT and DHT to check that classrooms are ready before pupils return HT and DHT to continue to monitor compliance	Class teachers and TAs before 3 rd Sept Ongoing Resources to be cleaned in Milton fluid at end of each day

		<p>teachers to mark. Staff to wash hands after handling exercise and reading books.</p> <p>Sand, mud kitchen and water trays in outdoor areas not to be used</p> <p>Water fountains to be put out of use (only available for bottle refills)</p>			
Virus transmitted between parents/carers/visitors	Staff/parents/carers/visitors	<p>Staggered start and end of school day</p> <p>Separate entrances to be used for each group of children</p> <p>Classes R, 1, 2 and 3 will arrive and leave by the car park gate (Gate 1) and Classes 4 and 5 will arrive and leave by the blue side gate (Gate 2). Class 6 will enter and leave by the blue fire exit by their classroom. Each gate will be supervised by a member of staff at drop-off and pick-up times, and the car park will be closed to traffic between 8.30am and 9.00am and 2.45pm and 3.15pm. .</p> <p>A one-way system will be in place in the car park, marked out by cones and arrows.</p> <p>At pick-up time, adults meeting children in Classes R, 1, 2 and 3 will pick their child up from the inner car park gate. Adults meeting children in Classes 4 and 5 are asked to wait on the path and grass in front of the school. Boarding will be put on the grass to allow this area to be accessed when conditions are wet.</p> <p>No more than one adult per child on school site. Parents/carers of Y6 children are asked not to enter school site.</p> <p>Parents/carers asked to respect 1m+ distance</p> <p>Parents/carers will be reminded not congregate or wait outside the gates, as they may block the entry of others trying to maintain their social distance.</p> <p>Signs put up to show routes and distancing</p> <p>Only essential visitors permitted on site</p>	Low	<p>Two members of staff to supervise car park 8.30 – 9.00am and 2.45 – 3.15pm each day</p> <p>Caretaker/Site manager to put out cones at drop-off and pick-up times</p>	

		<p>Parents/carers asked to ring or email Office rather than enter school</p> <p>Parent conversations with staff to be held outside at 1m+ distance</p> <p>Children arriving/leaving outside allotted time to enter/leave through School Office, with parent/carer remaining outside.</p>			
Virus transmitted between school staff	Staff	<p>Messages to office via email to ensure social distancing in building and avoid contact in person where possible</p> <p>Only one person allowed in staffroom kitchen at a time.</p> <p>Staff to limit items brought into school. All food utensils brought in must be taken home to be cleaned daily. Please do not leave around - pack away after use. Wash hands before leaving home and at end of day before leaving school. Use hand gel (70%) on entry prior to signing in.</p> <p>Shared resources, e.g. photocopier, microwave, door handles, counter tops, light switches, telephones, chairs, handrails, to be sprayed and wiped at regular intervals</p> <p>Staff are advised not to share cars with members of other households Staff will be encouraged to walk, cycle or drive to work. Where public transport is unavoidable, individual travel plan to be put in place</p>	Low	Continue to remind staff of routines at weekly briefings	All staff HT
Insufficient space in school	Staff and pupils	<p>Additional spaces used for learning by each class group to be allocated on a rota system</p> <ul style="list-style-type: none"> • ICT suite • Hall • Forest School area • Field, divided into play zones 	Low		

		<ul style="list-style-type: none"> • Playground, divided into play zones • Swimming pool 			
Health and safety risks on school site	Staff and pupils	SBM, Site manager and H&S governor to review H&S risk assessment	Low		SBM, Site Manager and H&S Governor
Virus is spread between children and adults during Breakfast and After School Clubs	Staff and pupils	Cleaning and additional hygiene measures to be put in place, as in classrooms. Sessions to be limited to 15 children at a time. Children in different classes will be kept apart when eating and playing, as far as possible. Soft toys will be removed; furniture will be arranged to create home bases for each bubble.	Low	Breakfast Club supervisor to prepare Community Room	HT/DHT to monitor
Virus is spread between children and adults on school site	Staff and pupils	<ul style="list-style-type: none"> • Posters around school about handwashing and 2m rule • Staff on site to keep 2m from each other. • Site Manager to mark hall corridor and Y5 corridor with floor markings and signs to ensure walking on left <p>Pupils instructed to wash their hands</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks and sporting activities • Before food preparation • Before eating any food, including snacks • Before leaving school <p>To avoid touching eyes, nose and mouth with unwashed hands</p> <ul style="list-style-type: none"> • Staff to reiterate message to children <ul style="list-style-type: none"> - covering your cough or sneeze with a tissue, then throwing the tissue in a bin. - See Catch it, Bin it, Kill it poster - See Hand washing procedures poster 	Medium	<p>Remind all children and all staff on site to adhere to current advice.</p> <p>Check that additional cleaning regime is maintained</p> <p>Check that social distancing rules are followed between adults</p>	<p>HT, DHT</p> <p>Site Manager</p> <p>Supervising staff</p> <p>HT, DHT</p>

		<ul style="list-style-type: none"> - Avoid touching your eyes, nose and mouth with unwashed hands - Keep 2m away from other people • Site Manager and Caretaker to ensure hot water, soap, hand sanitiser, lidded bins, tissues, bin bags, rubber gloves, sprays and cloths are available in toilets and classrooms. PPE to be provided for clearing up after suspected case of COVID. • Site Manager to ensure school entrance to have alcohol sanitizer hand gel for all visitors, staff and late in pupils to use at the start of the day and end of the day • Site Manager to clean toilets and empty bins at lunchtime • Site Manager to ensure cleaners resources are adequate and door handles, doors, toilet space cleaned during the day • Site Manager to ensure paper hand towels are regularly re-filled • School Office to ensure all visitors should use hand sanitizer on arrival in school 			
Staff and parents unsure of new procedures and protocols	Staff and pupils	<p>HT to send revised risk assessment and guidance to all staff, parents and governors by 17th July.</p> <p>Staff briefing to be held on Tuesday 1st September with minutes circulated to absent staff</p> <p>Rules for social distancing to be displayed around school</p>	Low		HT by 17.7.20
Pupils may not comply with new behaviour expectations	Staff and pupils	<p>Share routines, rules and timings with pupils on first day back</p> <p>Pupils reminded to wash their hands frequently and used lidded bins for tissues</p> <p>Pupils instructed not to share food, water bottles, pens, pencils</p> <p>Pupils reminded of importance of keeping to allocated zones and of using correct classroom entrances</p>	Medium	<p>HT and DHT to follow up promptly on any breaches</p> <p>Staff to praise</p>	Teachers/ TAs to reinforce expectations on an ongoing basis

		No more than 2 children in toilets at one time Deliberate spitting or coughing at another person to be treated as serious behaviour incident Pupils not permitted to socialise with pupils from other bubble groups		and reward pupils for complying with new expectations	
Safeguarding and First Aid issues could arise when children on site		Each class to have a qualified first aider in staff team. Each group to have First Aid kit with PPE (gloves, apron)	Low/Medium	First Aid and Safeguarding cover is provided	Office Manager to check First Aid kits in each classroom
Pupils with additional needs may find difficult in adjusting to new expectations	Pupils and staff	Prepare Social Stories to help pupils understand new expectations and adjust to return to school Carry out individual risk assessments for pupils who may run out of allocated zones, bite, spit or need physical intervention. Parents may be asked not to send their child to school if staff safety cannot be assured Wellbeing Counsellor will be available one morning per week to support pupils with SEMH needs Liaise with parents to ensure provision for pupils with SEND in place	Low	Support from external agencies used	SENCO and SEN TA HT Wellbeing Counsellor
Vulnerable children including those remaining at home (including SEN and FSM pupils) require additional support.	Vulnerable and SEND pupils	Inclusion Team and Designated Safeguarding Leads to liaise re vulnerable children. Early Help, SCS, SEN team to be contacted if required.	Medium	HT/DHT to liaise with Inclusion Team re vulnerable pupils	Inclusion Team
Some pupils do not return to school due to parental concerns	Pupils not in school	Attendance expectations are made clear to parents. HT and Office Manager to monitor attendance and identify families requiring support. Family Support Manager to contact families to explore	Medium		HT/ /OM/FSM

about safety or for health reasons		ways to re-engage with school, including phased returns. HT to issue penalty notices as a last resort.			
Staff do not report sickness Staff are unwell but attend school Staff absence increases Cover is reduced due to staff self-isolating Staff:pupil ratios reach unsafe limits	Staff and pupils	Headteacher (to communicate to staff the importance of following national guidelines. Anyone showing symptoms to stay at home. Staff to inform HT immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses – follow medical advice immediately In case of staff absence <ul style="list-style-type: none"> ➤ Existing school staff will be used for cover ➤ Where HT sick, DHT to lead school ➤ If staff unavailable to provide 1:30 cover supply cover to be used, with same staff where possible 	Low		HT Staff
Virus transmitted between pupils and staff	Staff and pupils	Pupils, staff and other adults must not come into the school if they have COVID-19 symptoms, or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.		All staff to be made aware of procedure	

Child or adult shows symptoms whilst at school	Staff and pupils	<p>If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in school Phone Public Health England and explain the circumstances. The person must be supported until they can be collected and taken home. They should not be left unattended. Medical Room will be set aside for use as an isolation room. A face mask should be worn by the supervising staff member if a distance of 2m cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member. Toilet must not be used by anyone else until it has been thoroughly cleaned. The areas that they have come from need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff. Other members of staff should ensure that no other personnel are on the route of the person as they exit the building. After the sufferer has been collected: If the school is closed, initiate a cleansing as directed by PHE. If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway. During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degs wash, with detergent. The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place. Report via the online accident/incident form on KELSI https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance</p>	Low	Check Medical Room supplied with PPE equipment	Office Manager
Pupils will return from lockdown with different home-learning	Pupils	Nurture and wellbeing curriculum to be prioritised. Outdoor learning, child-centred approaches and practical activities to be	Medium		HT/DHT

experiences.		planned. Teachers to spend first few weeks building relationships and re-establishing school routines. Learning gaps to be identified through formative and light-touch summative assessment. Additional focus on reading, writing, maths skills in timetable. Provision Maps for each class to be drawn up with interventions provided by Inclusion Team and TAs.			
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Daily Timetable

	R		1		2		3		4		5		6	
8.30 - 8.45	Arrive				Arrive				Arrive				Arrive	
8.45 - 9.00			Arrive				Arrive				Arrive			
9.00 - 10.00														
10.00 - 10.20			Break		Break									
10.20 - 10.40							Break		Break					
10.40 - 11.00											Break		Break	
11.00 - 11.45														
11.45 - 12.00	Lunch in classroom then play in YR area	MDS 1	Lunch in hall	MDS 2	Lunch in hall	MDS 3								
12.00 - 12.15			Play		Play	SLT	Lunch in hall	MDS 3	Lunch in hall	MDS 4	Play	MDS 1	Play	MDS 2
12.15 - 12.30														
12.30 - 12.45							Play		Play		Lunch in hall		Lunch in hall	
12.45 - 1.00														
1.00 - 1.15														
1.15 - 1.30														
1.30 - 1.45			Break		Break									
1.45 - 2.00														
2.00 - 2.15														
2.15 - 2.30														
2.30 - 2.45														
2.45 - 3.00		Pick-up				Pick-up				Pick-up				Pick-up
3.00 - 3.15			Pick-up				Pick-up				Pick-up			

Key Stage 2 classes to incorporate 15 mins additional outdoor exercise, e.g. Daily Mile, into timetable.