

**September 2020 COVID-19 Full Reopening
Risk Assessment**

Version 1 – 9 July 2020
Version 2 – 17 July
Version 3 –
Version 4 –

<u>Identify hazard</u>	A. Member of school community displays symptoms causing direct transmission of the virus	
<u>Control measures</u>		Who
<p>Guidance on how to respond to a pupil or staff member displaying symptoms of the virus is at https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p>		AO
<p>Any pupil, staff or other adult displaying symptoms or having tested positive in the last 7 days should not come into school and alert the school immediately</p>		SB
<p>Anyone developing the symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) during the school day will be sent home. They will be 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. If the test is negative, they should return to school</p>		SB
<p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will move to an area which is at least 2 metres away from other people. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p>		SB
<p>Any member of staff working in a different location should inform the school immediately if there is outbreak of the virus in that organisation or establishment</p>		All
<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>		All

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<p>To ensure the school can comply with the test and trace arrangements, the office will keep records of any occasions when children or adults may have had contact outside of their pod and that visitors leave their contact details</p> <p>If anyone in the school community is confirmed to have the virus, the school will contact Public Health England for advice.</p>	
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<u>Identify hazard</u>	B. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> The government is relaxing its shielding measures from 1st August and expects that most members of staff can return to the workplace, particularly should the local transmission rate remain low and the government advice been implemented If staff have significant risk factors, a discussion will take place and the needs of the staff member will be accommodated where possible; e.g. strict social distancing from other adults and as much social distancing from children as possible. Support from PCC HR team and Occupational Health may be sought. Staff with significant risk factors will be allowed to wear PPE when in school if this has been agreed with the headteacher Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 		<p>All</p> <p>AO</p> <p>AO</p>

<u>Identify hazard</u>	C. Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> The Government expectation is that all children return to school in September particularly should the local transmission rate remain low and the government advice has been implemented Should families be concerned about the measures put into place, they should meet with the HT 		AO

<u>Identify hazard</u>	D. Virus spreads throughout the school due to lack of identifiable groups of staff and children at risk	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> All children and most staff will be allocated to pods. Pods will be phases; i.e. YN/YR; Y1/2; Y3/4; Y5/6. If the infection rate grows, phase pods will be reviewed, with class sized pods introduced, if necessary The children will remain in their pods throughout the school day The organisation of start / end of the day will be pod based. Children can use the blue or the white gate and go straight into their classrooms. Arrangements for YR children will be different for the first half term. 		<p>AO</p> <p>AO</p> <p>CT</p> <p>AO</p>

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	Start	Finish	
N	8.45	3.45	
R	9.15	3.15	
1/2	9.05	3.25	
3/4	8.55	3.35	
5/6	8.45	3.15	

5. The organisation of lunch and playtimes will be pod based (see internal timetable and rota)	JV
6. The organisation of wraparound care will also be pod based: initially, EY and KS1 will have half of the hall each (with taped of spaces, separate resources, etc) and KS2 will share the music room in the same way. As numbers grow, N/R will be in BB classroom; Y1/2 in LB classroom; Y3/4 in the intervention room; Y5/6 in the hut	JV MD AO
7. Sharing of resources will be pod based	
8. The majority of staff will be in pods. A few staff will work with children from different pods; e.g. school leaders, SENCO, ELSA, PPA teachers. Further precautions will be taken to reduce the risk to these staff members	AO
9. Interventions groups will mainly be in pod classrooms. Should they need other areas, Y3/4 and Y5/6 will use the areas in which they are based for breakfast and after-school club, i.e. Y3/4 in the intervention room and Y5/6 in the hut; and Y1/2 in the hall.	
10. The admin team and site manager will be considered as a pod	
11. PPA teachers will not teach in every classroom. Some lessons will be delivered virtually, reducing the number of children each teacher has direct contact with. These lessons will be delivered from the hall or the music room. When teaching classes of older KS2 children, 'non pod' teachers will be expected to keep at least 1m away from the pupils	CT
12. PPA will take place in the areas the pods use for breakfast and after school clubs (Y3/4 and Y5/6) with other staff using the hall. IT equipment should be cleaned by teachers before and after use	JB
13. Peripatetic music lessons arrangements will be confirmed in September but will not start immediately.	

<u>Identify hazard</u>	E. Lack of social distancing in the classroom resulting in direct transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> Children should wash their hands every time they return to the classroom with bowls inside or outside the classrooms (downstairs classrooms) or in the corridors (upstairs classrooms) Ensure entrances to classrooms are clear Remove excess furniture to increase space When possible, every classroom should have windows and internal doors open to maximise ventilation Class teachers to determine layout of furniture, keeping government advice in mind. No children should be directly facing each other closer than 1m though arrangements other than rows are permitted Children in KS1 and KS2 should sit in the same place each day Class Rules created with the children and frequently reviewed; these must include: handwashing expectations, the 'Catch It, Kill It, Bin It' approach, instructions on how to line up, use of toilet, moving around the classroom and school Lessons planned for individual or paired work (not group work in first instance) Where possible staff to be at front or side or back of room at least 1m away, particularly when talking to the class 		CTs

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<p>10. When individual feedback or communication is needed, be side to side not facing the child; i.e. shoulder to shoulder feedback</p> <p>11. For older children, as much as practically possible, children should be expected to keep 1 m away from each other when moving around the classroom</p> <p>12. Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</p> <p>13. Each child has their own water bottle on desks or under desk to remove need of children moving around classrooms</p> <p>14. On PE days, children come into school dressed ready for outdoor PE to restrict unnecessary bags and clothing</p> <p>15. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom. Children should not bring back-packs into school</p>	
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<u>Identify hazard</u>	F. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>		Who
<p>1. Pods will be allocated specific toilets to use and will be pod based (this may mean not using the nearest toilet). These arrangements will be in place for play times, though children should be encouraged to use the toilet before and after breaks</p> <p>2. At lunchtimes, KS1 children will use toilets in the hut and KS2 the toilets outside Dolphins class. These will be cleaned before and after lunch</p> <p>3. Children will be instructed, if the cubicles are in use, to wait outside</p> <p>4. Extra signs in toilet re: washing hands</p> <p>5. Extra soap ordered to ensure we do not run out</p>		<p>All</p> <p>CT</p> <p>CH</p> <p>CH</p>

<u>Identify hazard</u>	G. Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<u>Control measures</u>		Who
<p>1. Staggered drop off and pick up times for different pods – see above</p> <p>2. Children to be dropped off by gate; no parents of children in Y1-6 should be inside the school gates</p> <p>3. Children come straight to classroom, markers outside the classrooms for the children to wait 1 metre apart before washing their hands upon entering the classroom</p> <p>4. Face coverings are discouraged in school. If not wearing a covering causes a child considerable anxiety, SLT / SENCo / ELSA will determine school if one can be worn.</p> <p>5. If a mask is worn on way to school it must not be left in school but taken home by the parents</p> <p>6. Children should not bring unnecessary equipment – sandwich boxes and book bags if necessary but no back-packs.</p> <p>7. Parents asked to arrive on time and then leave the immediate school area quickly to allow parents dropping children off to be able to maintain social distancing – specific information will be sent on newsletters</p> <p>8. Signage for parents and children displayed at school entrance: <i>'Don't be a dinlo, just drop 'n' go!'</i></p> <p>9. SLT to be on duty to supervise, when available</p>		<p>AO</p> <p>AO</p> <p>CTs</p> <p>SLT</p> <p>SLT</p> <p>CH</p> <p>SLT</p>

<u>Identify hazard</u>	H. Lack of social distancing waiting to collect children at the end of the day resulting in direct transmission of the virus	
<u>Control measures</u>		Who

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<ol style="list-style-type: none"> 1. Staggered drop off and pick up times for different pods – see above 2. KS1 and KS2 classes will be allocated to specific demarcated areas of the KS2 playground. 3. Parents will meet children in that area and then depart school grounds immediately. It will be important that parents are punctual so the playground is cleared before the next pod finishes their school day 4. YR and pre-school parents will collect their children from the classrooms / pre-school 5. SLT will ensure the playground is cleared quickly before the arrival of the next pod and encourage parents to maintain social distancing 	AO CH CTs SLT
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<u>Identify hazard</u>	I. Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> 1. The school hall will not be in use for groups of children, unless directed by the headteacher 2. Pods to have playtimes and outside lunchtime break separately – see rota 3. Each pod to have their own playtime equipment which will not be shared with other pods 4. Lunchtime staff dedicated to specific pods, wherever possible. All lunchtime staff to adhere to social distancing expectations unless there is a health or safety issue 5. Only packed lunches will be available from Caterlink. All packed lunches will be eaten in classrooms or in the playgrounds. 6. Large bin liners will be available - rubbish should be left outside and will be collected by a MDS 7. Games discussed which encourage social distancing 8. Staff supervision throughout lunchtime. Pod staff not to mix with staff from other pods or, if unavoidable, ensure more than 1 metre distancing between each other 9. Hand sanitiser at the entrance to the play trail 		AO JV All JV All CH All All CH

<u>Identify hazard</u>	J. Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> 1. Children will stay in their classrooms only being allowed out for play, lunch break, to go to the toilet, specific interventions (although most of these will be in the classroom), first aid that is serious enough to require first aid delivered from the medical room. 2. One boy and one girl going to toilet at one time, with hygiene rules reinforced 3. Corridors to be kept clear 4. Yellow tape to be placed in the centre of the corridors and the wider 'Y3/4' staircase, with 'Keep Left' signs. No children or staff to pass each other on the narrow 'Y5/6' staircases. 5. When moving class around the school, keep 1 metre apart 		CTs CTs CH CH All

<u>Identify hazard</u>	K. Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>		Who
<ol style="list-style-type: none"> 1. Children will have own stationery packs, including whiteboard, from year 1 – 6 2. Lessons should be planned so resources are used by pairs and not groups, where possible 3. Resources should be on tables ready for lesson and not distributed within the lesson 		CTs All

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<ol style="list-style-type: none"> 4. Exercise books should not leave the classroom. If they do (e.g. PPA cover teachers take away to mark) they should be left in a sealed box for at least 72 hours before being handled. 5. Reading books will be boxed for distribution to classroom book corners. Most books will be banded books with a few relevant non-fiction and children will be able to take up to two books home. Boxes will stay in one classroom for a half term before being cleaned and delivered to the next classroom 6. Books will be chosen on a Monday. Children will return book to a class Quarantine Box. On Mondays (after at least 72 hours) these books will be returned to the book corners for children to select 7. Homework should not be in books - as much electronic as possible or on paper that is left for 72 hours before checking 8. All surfaces left clear at end of the day for easy cleaning 9. Tables, door handles and other surfaces cleaned every day 10. Outdoor playground equipment will be allocated to each pod 11. IT equipment will be timetabled and should be cleaned when moving between pods 12. PE equipment will be pod specific and depend on the unit of work. It should be cleaned before use by another pod if within 72 hours 13. The Apollo Suite should be booked before use and all equipment cleaned thoroughly after use 	<p>CH CTs</p>
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<u>Identify hazard</u>	L. Emotional distress of the children	
<u>Control measures</u>	Who	
<ol style="list-style-type: none"> 1. Younger children in each class kept with same teacher and older children kept in same group, where possible 2. Time will be allocated for teachers to discuss transition issues is allocated during 22 July DC 3. All classroom based staff expected to watch Ian Hunkin's clip, https://www.youtube.com/watch?v=Icu5xUuzypY to better understand potential mental health needs and may choose to participate in training http://www.sigmateachingschool.org.uk/online-training/ 4. SENCo and ELSA to discuss individual pupil risk assessments / support packages for vulnerable children with relevant teachers and TAs that continue the good work during the COVID 19 response to date 5. First few weeks, each class has curriculum and responsive focus on supporting children's mental health and building relationships in their classrooms. Any concerns are reported to the SENCo and ELSA 6. Classroom routines include strategies proven to reduce anxiety; e.g. worry boxes, emotion boards, visual timetables, Big 5, etc 7. Parents invited to complete a teacher transition form to enable parents to share concerns with new teacher. This will replace the 'new teacher drop in' that normally takes place in early September 		

<u>Identify hazard</u>	M. Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
<u>Control measures</u>	Who	
<ol style="list-style-type: none"> 1. Individual risk assessments for children requiring 1:1 support to mitigate risk of transmitting virus as much as possible 	<p>RW SB</p>	

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2. Separate space / reduced timetable / exclusion considered if necessary if children are acting in a way other children or staff are put at risk	AO
3. Ensure PPE equipment is available for situation as advised by government or as suggested by the risk assessment https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	SB
4. Administering basic first aid to be carried out side to side (I.e. not face to face), using verbal instructions if possible. Gloves to be worn at all times and consider using face shield and mask	

Identify hazard	N. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
Control measures		Who
1. Children wash hands with soap and water on entry to the classroom, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. If not always possible, hand gel may be used		CTs
2. Washing hands posters replaced in all washing areas		CH
3. Regular reminders of how to wash hands properly		CTs
4. Ensure enough hand gel, soap etc is ordered		CH

Identify hazard	O. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
Control measures		Who
1. Room by room / area cleaning schedule agreed including all surfaces, handles, switches, toilets and shared equipment cleaned daily		CH
2. PPE will be worn by all cleaning staff		
3. At lunchtimes, KS1 children will use toilets in the hut and KS2 the toilets outside Dolphins class. These will be cleaned before and after lunch		
4. 'Just One' spray will be available in each classroom		
5. Displays / working walls designed to engage children but not encourage touching although role play areas should still be used in the EY pods		CTs

Identify hazard	P. Risk of spreading virus due to lack of social distancing between staff resulting in direct transmission of virus	
Control measures		Who
1. There will be two 'staff rooms'. The small room in the hut will be used by YN, YR and KS1 staff. The current staff room will be used by all other staff		CH
2. Staff will be assigned to a specific photocopier. Social distancing should be respected when using the machines		SB
3. Any resource requirements should be emailed to Janet		CT
4. The office staff will deliver and collect registers, packed lunches and other items from classrooms. Tables will be sited in corridors to store items awaiting collection. Neither staff nor children should bring things to the office or leave their pod without good reason		All
5. Staff meetings will take place in pods or by MS Teams		AO

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<u>Identify hazard</u>		
<u>Control measures</u>		Who

<u>Identify hazard</u>		
<u>Control measures</u>		Who

<u>Identify hazard</u>		
<u>Control measures</u>		Who

Risk assessment review 1	
Date	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3

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Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4	
Date	After fourth week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

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Signature of those involved in the Review

Risk assessment review 6	
Date	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	