

## Risk Assessment: Phased Re-Opening during COVID-19

The phased re-opening of the school is dependent upon:

- The government's 5 key tests being met so it is safe enough for schools to begin to reopen to some children
- The measures detailed within this risk assessment are able to be actioned and are approved by stakeholders

	Risk	Who is at risk?	Control Measures	Level of risk	Actioned by
<b>Contamination</b>					
1	Contamination: General	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>• School to be professionally deep cleaned prior to reopening</li> <li>• Pupils shown the correct way to wash hands using NHS resources and e-Bug resources</li> <li>• Handwashing on arrival, before and after food and after break times</li> <li>• Wipes for computers and phones - cleaned daily and between users</li> <li>• Increased and in-depth cleaning programme across the school daily</li> <li>• Individual anti-bacterial sprays and cloths for each class kept in teacher's desk or appropriate cupboard</li> <li>• Remove soft furnishing and soft toys from classrooms, including smaller carpets the children sit on</li> <li>• Hand sanitiser at key entry points and stations around the school with signage</li> <li>• Tissues and hand sanitiser in all rooms</li> <li>• All staff to monitor signs of illness</li> <li>• Staff training for all staff on hygiene measures and infection control before school reopens</li> <li>• Further guidance will be issued to first aiders</li> <li>• School timetable to be staggered to reduce amount of people in one area or moving around the school building or grounds</li> <li>• All water fountains replaced with non-contact sinks</li> <li>• Behaviour policy updated to reflect new routines and shared with parents, staff and pupils</li> </ul>	High	Staff

2	Contamination from outside the school	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>• Staggered drop-off and pick-up times at the playground gate and Nursery gate; one-way system; parents restricted from coming fully onto school grounds</li> <li>• No bags or individual belongings to be brought into school from home e.g. pencil cases, birthday treats etc.</li> <li>• Pupils to wear school uniform</li> <li>• Resource packs to be used by pupils – individual wallets with stationery</li> <li>• Water bottles to be kept at pupils’ desks only</li> <li>• Limited visitors able to access the site; essential personnel only</li> <li>• All meetings with personnel outside the school staff to take place via teleconferencing</li> <li>• Other essential meeting to be conducted with social distancing and hygiene measures in place</li> <li>• Maintenance to be done outside school hours where possible; contractors to follow social distancing and hygiene arrangements; classroom activities may need to cease or relocate for emergency works</li> </ul>	High	Parents, staff and pupils
3	Contamination in the dining hall	Staff and pupils	<ul style="list-style-type: none"> <li>• Children to wash hands before and after eating</li> <li>• Supervisory staff to wear gloves</li> <li>• Kitchen staff to adhere to usual hygiene practices and wear disposable aprons</li> <li>• Tables and seats to be fully cleaned between sittings</li> <li>• All children have a school produced meal; no packed lunches brought from home</li> </ul>	High	Staff
4	Contamination within the school	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>• Pupils and staff to be organised into individual teaching groups</li> <li>• No gatherings of staff or pupils, other than in designated teaching groups</li> <li>• No collective worship or staff meetings to be held</li> <li>• Two staffrooms to be created for each side of the school; staff to maintain social distancing and clean surfaces when they have finished eating: do not share cups, crockery and cutlery</li> <li>• Regular handwashing and use of hand sanitiser</li> <li>• Use of PPE (masks, gloves, aprons, eye protection) as advised by this risk assessment, the Government and/or at staff request</li> <li>• Daily increased cleaning of toilets, sinks and emptying of bins (lunchtime and end of school day); bins to have lids and foot pedals</li> <li>• Daily increased touch point cleaning (e.g. chairs, doors, trays etc)</li> <li>• Daily cleaning of desks, computers and phones by staff using them</li> </ul>	High	Staff

			<ul style="list-style-type: none"> <li>• Strategies to keep adults as far away from any coughs or sneezes as possible e.g. standing behind a child and above a child</li> <li>• All PE lessons to take place outside using equipment that can be cleaned easily</li> </ul>		
<b>Staffing</b>					
5	Staff shortage: Staffing of teaching groups	Pupils	<ul style="list-style-type: none"> <li>• 1 teacher and/or TA per class with a maximum of 15 children</li> <li>• SEN TAs to continue to work with EHCP children</li> <li>• Management time will be cancelled with no expectation for staff to use their own time for management tasks</li> <li>• EYFS ratios to be met</li> </ul>	High	SLT
6	Staff shortage: PPA cover	Teaching staff	<ul style="list-style-type: none"> <li>• Reduction in planning and marking expectations</li> <li>• Reduction in the taught curriculum</li> <li>• Increase in use of worksheets</li> <li>• Increase in self-assessment and whole-class marking</li> </ul>	High	SLT
7	Staff shortage: Taking on additional roles	Staff and pupils	<ul style="list-style-type: none"> <li>• Staff may be asked to cover more duties e.g. play and lunch duties, on a rota basis.</li> <li>• All staff will receive statutory break times</li> <li>• Staff may be asked to cover other roles outside their job description e.g. school office</li> </ul>	High	SLT
8	Staff shortage: General impact	Staff	<ul style="list-style-type: none"> <li>• Special leave given only for essential reasons</li> <li>• Playtimes and lunchtimes will be staggered</li> <li>• Class worship will be held instead of collective worship</li> <li>• INSET time cancelled to allow additional PPA time</li> <li>• Staff who are shielding due to being in the clinically extremely vulnerable group to work from home.</li> <li>• Staff who live with someone who is clinically extremely vulnerable or who are clinically vulnerable themselves to work from home or be deployed in the school where stringent social distancing can be adhered to.</li> <li>• Staff who live with someone who is clinically vulnerable can return to work, but will be risk assessed on an individual basis.</li> <li>• Non-teaching staff will be replaced by agency staff who would follow social distancing and hygiene arrangements</li> <li>• DSLs would be covered by LDBS LAT2 DSLs where possible, otherwise the school would have to close</li> <li>• If no first aiders could be on site the school would have to close</li> </ul>	High	SLT

9	Managing pupils with intimate care needs or administering first aid	Staff and pupils	<ul style="list-style-type: none"> <li>• PPE must be worn when dealing with any intimate care or administering first aid</li> <li>• All first aid kits to contain masks and gloves</li> <li>• All intimate care needs and first aid incidents to be recorded as per school policy</li> <li>• Medicines for children who require them e.g. asthma inhalers, to be kept by allocated adult for child's teaching group</li> </ul>	High	Staff
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### Social Distancing

(The school will make its best endeavours to keep children distanced, however the government recognises in its guidance that primary age children cannot be expected to remain 2m apart from each other and staff), nevertheless the school will implement social distancing as far as possible. All staff should try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.

10	Maintaining social distancing: General	Staff, parents and pupils	<ul style="list-style-type: none"> <li>• Staggered drop-off and pick-up times at the playground gate and Nursery gate; one-way system; parents restricted from coming fully onto school grounds</li> <li>• One parent/carer only to drop off and pick up</li> <li>• Parents and children to follow social distancing markers</li> <li>• Parent should not congregate outside the school entrances/exits</li> </ul>	High	Staff, parents and pupils
11	Maintaining social distancing whilst moving around the site	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>• Internal one-way system</li> <li>• Limit children using corridors by using external doors to exit and enter the building</li> <li>• Staff to accompany children at all times</li> <li>• Individual children can leave class on their own to go to the toilet</li> <li>• Parents and carers to use email or phone communication to contact the school</li> </ul>	Medium	Staff, parents and pupils
12	Maintaining social distancing in the classrooms for Years 1 and 6	Staff and pupils	<ul style="list-style-type: none"> <li>• Limit number of pupils per classroom to a maximum of 15</li> <li>• Classroom spaces reorganised by removing excess furniture to enable social distancing</li> <li>• Pupils to sit at own individually spaced desks</li> <li>• Pupils to have learning materials in trays on their desks to minimise movement around the classroom</li> <li>• Where possible, learning to take place outside</li> <li>• Learning planned that focusses on independent, individual learning activities; no collaborative or group work</li> </ul>	High	Staff and pupils
13	Maintaining social distancing in the dining hall	Staff and pupils	<ul style="list-style-type: none"> <li>• Staggered lunchtimes for children attending between 11.45am and 1pm</li> <li>• Children to sit 2 seats apart at allocated dining tables in their teaching groups</li> <li>• Dining tables to be spaced around the hall</li> </ul>	High	Staff and pupils

			<ul style="list-style-type: none"> <li>• Pupils to follow spot markings in the hall to maintain social distancing when lining up for lunch</li> </ul>		
14	Maintaining social distancing in the playground	Staff and pupils	<ul style="list-style-type: none"> <li>• Staggered playtimes using all available space; each teaching group in a zoned area</li> <li>• Two adults to each supervise two zoned areas</li> <li>• Children encouraged not to touch each other during play</li> <li>• Children to play in teaching groups only and not mix with other groups</li> <li>• Each teaching group to have allocated play equipment for their use only</li> <li>• Climbing frames and trim-trail to not be used by any children in Reception, Year 1 or Year 6</li> <li>• No team sports</li> </ul>	High	Staff and pupils
<b>Outbreak of COVID-19</b>					
15	Pupil or member of staff shows symptoms of COVID-19	Staff and pupils	<ul style="list-style-type: none"> <li>• Communicate protocol for expected case of COVID-19 to parents and staff prior to school reopening</li> <li>• Pupil or staff member sent home immediately and record on MIS</li> <li>• If pupil is waiting to be collected, they must remain in the designated waiting area with a staff member in full PPE; windows to be opened to ventilate area</li> <li>• Once the staff member is wearing PPE, they should assist the pupil with putting on a face mask if the child cannot put the mask on independently</li> <li>• Staff member or parent/carer of pupil given information sheet with advice about isolation and how to obtain a test for COVID-19</li> <li>• Parents/carers of other pupils in teaching group and members of staff notified they have been in contact with a symptomatic individual and to self-isolate for 14 days unless test is negative</li> <li>• All parents to check emergency contact details are correct</li> <li>• The area where the suspected case has been will be cleaned following the guidance <i>COVID-19: Cleaning in non-healthcare settings (PHE)</i>.</li> </ul>	High	SLT, First Aiders and parents
16	Full school closure due to Government or Public Health England directive	Staff, pupils and visitors	<ul style="list-style-type: none"> <li>• Notify all staff and external users of the school</li> <li>• Remote working for all staff</li> <li>• Pupil's learning will continue through prepared home learning packs and/or online learning; additional reading books will be sent home</li> <li>• SLT and office staff to have access to text and email to communicate with parents</li> <li>• Staff have access to school's MIS to contact parents weekly</li> </ul>	High	All staff

			<ul style="list-style-type: none"> <li>Safeguarding concerns to continue to be forwarded to Designated Safeguarding Leads</li> <li>Vulnerable families to be monitored by SLT and in liaison with social care</li> </ul>		
17	School community has been affected by bereavement, illness or lockdown	Staff, parents and pupils	<ul style="list-style-type: none"> <li>ELSA support provided in school</li> <li>PSHE curriculum planned to address COVID-19 related issues</li> <li>Referral to counselling service for both staff and pupils</li> <li>Mental health and wellbeing resources signposted through school newsletter and website</li> <li>No child will be disciplined for wearing incorrect uniform, as parents may not have been able to purchase new uniform as children have grown</li> </ul>	High	Class teachers, TAs, SENCO and SLT
<b>Pupils' Achievement</b>					
18	Pupils have fallen behind due to the lockdown since 23.03.2020	Pupils	<ul style="list-style-type: none"> <li>Teachers to establish starting points for pupils through formative and summative assessment</li> <li>Daily individual reading for most vulnerable pupils</li> <li>Reduced curriculum to focus on key areas e.g. Reading, Writing, Maths</li> <li>Consider which lessons or activities can take place outdoors</li> <li>Continuation of home learning for pupils not attending</li> <li>The school will make reasonable endeavours to meet the provision detailed in the EHC plans</li> </ul>	Medium	Staff, parents and pupils
19	Full or partial closure due to COVID-19 outbreak	Pupils	<ul style="list-style-type: none"> <li>Provision of home learning until pupils can return to school</li> </ul>	Medium	Staff, parents and pupils
<b>Transport</b>					
20	Staff and pupils travelling to school by public transport	Staff	<ul style="list-style-type: none"> <li>Use of PPE as directed by the government</li> <li>Later or earlier start or finish times to enable travel at non-peak times</li> <li>School to liaise with Local Authority for children who have transport to school; separate risk assessment created</li> </ul>	High	Staff, parents and pupils
<b>Early Years</b>					
21	Managing the number of children at one activity	Pupils and staff	<ul style="list-style-type: none"> <li>Children to be organised into teaching groups and allocated an individual learning zone and outside area</li> <li>No more than 4 children at one indoor or outdoor activity</li> <li>Unnecessary furniture to be removed from each learning zone</li> </ul>	High	EYFS staff

			<ul style="list-style-type: none"> <li>• Each EYFS learning zone has provision set up in many areas to provide enough choice for children</li> <li>• Activities to be spaced around the zone to enable distancing</li> <li>• Number sign with visuals, number spots, Numicon to help children understand how many can be at one activity</li> </ul>		
22	Managing hygiene of equipment/resources used	Pupils and staff	<ul style="list-style-type: none"> <li>• Each child to have their own learning pack of stationery and resources</li> <li>• Use anti-bacterial spray (that doesn't need to be wiped down) to clean toys, small world objects, paintbrushes and any other resources used that day</li> <li>• No dressing-up costumes or soft toys to be in provision</li> <li>• Playdough to be changed weekly and disposed over every Friday (no swapping of playdough between teaching groups)</li> </ul>	High	EYFS staff
23	Managing food and hygiene safely during snack times	Pupils and staff	<ul style="list-style-type: none"> <li>• Hand washing with adult supervision before snack time</li> <li>• Teaching groups will use timers to encourage regular handwashing/hand sanitising</li> <li>• Water bottles distanced on water bottle spots</li> <li>• Adults to wear gloves and children handed a snack in turn, rather than self-serve</li> <li>• Children to sit socially distanced</li> </ul>	High	EYFS staff
24	Managing social distancing during transitions	Pupils and staff	<ul style="list-style-type: none"> <li>• Carpet sessions to be short (max. of 15 mins)</li> <li>• Children to sit socially distanced using plastic PE spots, which will be cleaned daily</li> <li>• Children to be sent in pairs to wash hands with visuals for which taps can and can't be used</li> </ul>	High	EYFS staff
25	Maintaining hygiene and provision in the outdoor area	Pupils and staff	<ul style="list-style-type: none"> <li>• Wash hands before children go outside and when coming back inside</li> <li>• Free flow remains the same but with restrictions on the number of children per activity</li> <li>• Water trays to be disinfected daily</li> <li>• Antibacterial spray to be used to clean bikes/scooters, musical instruments, role-play toys, balls, stilts etc</li> <li>• Sand tray and mud kitchen to be closed</li> <li>• No use of climbing frame/slide by children in Reception</li> <li>• Nursery children to use allocated climbing frame/slide for their teaching group</li> </ul>	High	EYFS staff