

Risk Assessment: Full Opening in September 2020

As per the Department for Education announcement on 2nd July 2020 that all children will return to full-time education from September 2020, the school has produced the following Risk Assessment in order to adhere to the DfE's [Guidance for full opening: schools](#). This document will be reviewed at least monthly by the Senior Leadership Team or sooner if any issues are identified or if there are changes in public health advice. This document will be presented to the Local Academy Committee each month for further review and quality assurance.

	Risk	Who is at risk?	Control Measures	Level of risk	Actioned by
1. Public Health England advice to minimise coronavirus (COVID-19) risks					
1.1	Catching COVID-19: General	All members of the school community	<ul style="list-style-type: none"> • Clear message to all stakeholders that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. • Protocol for suspected case of COVID-19 to be communicated to parents and staff prior to full re-opening: <ul style="list-style-type: none"> ○ Anyone who is displaying symptoms of COVID-19 (a high temperature; a new, continuous cough; a loss or change to your sense of smell or taste) should self-isolate at home for at least 10 days. Other members of the household or support bubble should self-isolate for 14 days, even if they do not have symptoms. ○ Anyone with symptoms should get a test by applying online or ordering by telephone via NHS 119 for those without access to the internet. ○ If anyone has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. • All members of the school community will be expected to actively engage with NHS Test and Trace. • Limited visitors able to access the site; essential personnel only (including external professionals). Where contractors can visit outside school hours, this will be arranged. All visitors will read and agree to the school's COVID-19 guidance before entering the school building. • The school office will remain closed unless a prior appointment has been made. Parents to contact the school via telephone or email. 	High	Headteacher & SLT

			<ul style="list-style-type: none"> • Staff and children are not expected to wear face masks in school and will not have their temperature taken routinely, as per PHE guidance. • Staff will be risk assessed on an individual basis as to whether PPE is required in school. • It is recommended that parents/carers wear a face covering when dropping off and collecting their child from school, due to the difficulty of social distancing. • Staff will wear a face-covering at the start and end of the school day, when they are in close proximity to parents. This will be removed when they re-enter the school building. Staff will not wear face coverings during the teaching day. • Staff and pupils should wear a face covering if travelling to school by public transport. Parents will need to remove a pupils' face covering, place it in a plastic bag and take it home with them. Staff will be expected to remove their own face covering on arrival and place it in a plastic bag to take home. • No pupil face coverings should be put into any school bins on the school site. 		
1.2	Catching COVID-19: Developing symptoms in school	All members of the school community	<ul style="list-style-type: none"> • All staff to monitor signs of illness. • If a staff member develops symptoms in school, they will be sent home immediately and sent for testing. Absence to be recorded on school's MIS using appropriate code. • If a pupil develops symptoms in school, their parents will be called to collect them immediately. Absence to be recorded on school's MIS using appropriate code. • If pupil is waiting to be collected, they must remain in the designated waiting area (main reception) with a staff member in full PPE; windows to be opened to ventilate area and door locked to prevent access from outside. Staff and visitors to use alternative access. • 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. • If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet in the main reception area, which will then be fully cleaned and disinfected before use by anyone else. • Staff member or parent/carer of pupil given information sheet with advice about isolation and how to obtain a test for COVID-19. • All parents to check emergency contact details are correct and kept up-to-date. 	High	All staff

			<ul style="list-style-type: none"> • Staff members and pupils in the same bubbles, or those who may have come into contact with a symptomatic individual, will not go home or self-isolate unless they develop symptoms themselves or have been requested to do so by NHS Test and Trace. However, all individuals will immediately wash their hands thoroughly or use hand sanitiser. • All area(s) of the school where the suspected case has been will be cleaned following the guidance COVID-19: Cleaning in non-healthcare settings (PHE). 		
1.3	Catching COVID-19: Hand and respiratory hygiene	All members of the school community	<ul style="list-style-type: none"> • Staff trained on hygiene measures and infection control before school fully reopens. • Pupils shown the correct way to wash hands using NHS resources and e-Bug resources. • Handwashing on arrival, before and after food and after break times (all staff and pupils). • Promote the 'catch it, bin it, kill it' approach around the school. • Age-appropriate hand and respiratory hygiene posters to be displayed around the school, especially near to sinks and bins. • Hand sanitiser at key entry points and stations around the school with signage. • Younger children will be supervised using hand sanitiser. • Tissues and hand sanitiser in all classrooms and offices. • All water fountains will be turned off. • Bins with lids or foot pedals to be provided in every room. 	High	All staff and pupils
1.4	Catching COVID-19: Minimising contact between individuals	All members of the school community	<ul style="list-style-type: none"> • Pupils and staff to be organised into 'class bubbles' and 'larger bubbles' which will be maintained throughout the school day as much as possible (also see section 2.6 and Appendix A). • No gatherings of pupils, other than in designated bubbles. • Children will not be expected to socially distance from other children in their class or larger bubble, however children in Key Stage 2 will be encouraged to distance themselves, where practicable. • Staff to socially distance themselves from other staff and children in their own class and larger bubble, where practicable. • Staff to socially distance from staff and children in other class and larger bubbles, where practicable. • Two staffrooms to be created for each key stage bubble; staff to maintain social distancing and clean surfaces when they have finished eating. Use of the staff room to be minimised. • Staff will be encouraged to provide own crockery and cutlery on a daily basis, and store used items safely. 	High	Headteacher & SLT

1.5	Catching COVID-19: Enhanced cleaning arrangements	All members of the school community	<ul style="list-style-type: none"> Increased and in-depth cleaning programme across the school daily, using standard products such as detergents and bleach. Daily increased cleaning of touch points, toilets, sinks and emptying of bins (lunchtime and end of school day). Daily cleaning of desks, computers and phones by staff using them. Wipes provided for computers and phones. These must also be cleaned between users. Individual anti-bacterial sprays and cloths for each class kept in teacher's desk or appropriate cupboard. Half-termly deep-clean of school using disinfectant sprayer/fogger. 	High	Headteacher and Premises Manager
1.6	Catching COVID-19: Managing a confirmed case	All members of the school community	<ul style="list-style-type: none"> Anyone who has attended the school who tests positive for COVID-19 should inform the school immediately. The school will contact PHE North West London Health Protection Team at phe.nwl@nhs.net, 020 3326 1658, for advice and to carry out a joint risk assessment. Actions will be taken based upon this advice, which may involve sending home individuals who have been in close contact with the person who has tested positive e.g. pupils and staff in a class bubble, to self-isolate for 14 days. Provision for home learning will be implemented for pupils self-isolating. The names of people who have tested positive with COVID-19 will not be shared and will remain confidential, unless essential to protect others. Medical evidence will not be requested by the school before admitting new children to the school or welcoming back pupils or staff members that have been self-isolating. 	High	Headteacher & SLT

2. General School Operations

2.1	Catching COVID-19: Congestion at the start and end of the school day	All members of the school community	<ul style="list-style-type: none"> Start and finish times will be staggered and drop-off and collection points will be different to keep groups apart. Parents will be sent an email or letter with the following times <table border="1" data-bbox="730 1211 1756 1468"> <thead> <tr> <th>Classes</th> <th>Start time</th> <th>Finish time</th> <th>Drop-off & collection point</th> </tr> </thead> <tbody> <tr> <td>Nursery (15 hours)</td> <td>8.45</td> <td>11.45</td> <td rowspan="3">Nursery gate</td> </tr> <tr> <td>Reception and Nursery (30 hours)</td> <td>8.45</td> <td>3.00</td> </tr> <tr> <td>Year 1</td> <td>9.00</td> <td>3.15</td> </tr> </tbody> </table>	Classes	Start time	Finish time	Drop-off & collection point	Nursery (15 hours)	8.45	11.45	Nursery gate	Reception and Nursery (30 hours)	8.45	3.00	Year 1	9.00	3.15	High	Headteacher & SLT
Classes	Start time	Finish time	Drop-off & collection point																
Nursery (15 hours)	8.45	11.45	Nursery gate																
Reception and Nursery (30 hours)	8.45	3.00																	
Year 1	9.00	3.15																	

			<table border="1"> <tr> <td>Years 2, 3 and 4</td> <td>8.45</td> <td>3.15</td> <td rowspan="3">Playground gate</td> </tr> <tr> <td>Years 5 and 6</td> <td>9.00</td> <td>3.30</td> </tr> <tr> <td>Ocean: Atlantic and Pacific</td> <td>8.45</td> <td>3.00</td> </tr> </table>	Years 2, 3 and 4	8.45	3.15	Playground gate	Years 5 and 6	9.00	3.30	Ocean: Atlantic and Pacific	8.45	3.00		
Years 2, 3 and 4	8.45	3.15	Playground gate												
Years 5 and 6	9.00	3.30													
Ocean: Atlantic and Pacific	8.45	3.00													
			<ul style="list-style-type: none"> Parents/Carers and children should not gather at the school gates and should follow social distancing protocols when dropping-off and collecting their child(ren). Parents/Carers will not be able to accompany their children beyond their drop-off gate. Children should only be accompanied by one adult. If children are late they will be admitted via the school gate if still opened or by reception staff opening the playground gates. 												
2.2	Catching COVID-19: Classrooms	Pupils and staff	<ul style="list-style-type: none"> Children in Years 1-6 (including Pacific class) will sit at forward-facing desks to reduce the amount of time they are face-to-face. Classrooms will be kept well-ventilated and children will use outdoor routes to move around the school where possible. Staff to minimise time spent closer than 1 metre to any child in their class or key stage bubble. Collective worship to be held in class bubbles and shared between classes through live streaming. Remove soft furnishing and soft toys from classrooms, including smaller carpets the children sit on. See section 2.5 below for managing shared stationery and other classroom resources. Keep surfaces clear for enhanced cleaning. 	High	Class Teachers										
2.3	Catching COVID-19: Playtime and lunchtime	Pupils and staff	<ul style="list-style-type: none"> Each class bubble will be allocated a playground zone each week with different activities. Children will need to remain in their playground zone and not mix with other class bubbles. No contact sports will be played. Class bubbles will be supervised by a staff member from their larger bubble, where practicable. Midday staff will be allocated to a larger bubble for supervision at lunchtimes. Outdoor playground equipment will be used by a class bubble and then be cleaned or taken out of rotation for 48 hours (72 hours for plastics) before use by another bubble. The trim trail and climbing frames will remain closed until further notice, as these are difficult to clean. Kitchen staff will adhere to the Guidance for food business on coronavirus (COVID-19) when preparing and serving food. Both halls will be used for dining – one for each larger bubble. 	High	Headteacher & SLT										

			<ul style="list-style-type: none"> • Lunchtimes will be staggered and dining tables spaced out. Tables and seats to be thoroughly cleaned between sittings. • Pupils to follow spot markings in the hall to maintain social distancing when lining up for lunch. 		
2.4	Pupils unable to access the curriculum and a risk of falling behind	Pupils	<ul style="list-style-type: none"> • Children will be taught a 'recovery curriculum' for one term with a focus on mental health, wellbeing and catching up on the key skills of phonics and reading, increasing vocabulary, writing and Maths, as well as lessons in Science, PE, RE and Topic (with an English skills focus). The rest of the curriculum will be suspended. This will be reviewed by the SLT and the LAC at the end of the autumn term. • Baseline assessments (formative and summative) will be carried out in the second week of the autumn term to determine starting points and to plan targeted intervention and catch-up programmes. • Only domestic educational visits will take place and these will be fully risk-assessed. • Children will be assessed in Year 1 Phonics and have end of key stage assessments in KS1 and KS2 in 2021. Children in Year 4 will also take part in the Multiplication Check. • Children will only sing in well ventilated areas and socially distanced. 	High	Headteacher & SLT
2.5	Catching COVID-19: Resources	All members of the school community and staff	<ul style="list-style-type: none"> • Each child and staff member to be provided with an individual stationery pack in a zipped wallet. • Water bottles to be kept at pupils' desks or in designated area. • Classroom learning resources will be shared by pupils within a class bubble and cleaned regularly using anti-bacterial spray. • General learning resources (such as PE or Science equipment) will be cleaned or left unused for 48 hours (72 hours for plastics) between use by different class bubbles. • Where possible, PE lessons will take place outside and only equipment that can be cleaned easily or taken out of rotation will be used. No contact sports will be played. • Individual reading books will be allowed to move between school and home, but will be placed in a plastic box in the classroom and left out of rotation for at least 48 hours, before being returned to the bookcase for other pupils to access. • Children will only be allowed to bring the following items into school: school/book bag, coat/hat/gloves, water bottle, lunchbox, packet of tissues and a mobile phone (Years 5 & 6 only). All other items are forbidden, including stationery/pencil cases. 	High	Class Teachers

2.6	Wellbeing of staff and risk of reduced staffing numbers	Pupils and staff, including peripatetic staff	<ul style="list-style-type: none"> • Staff who were shielding are expected to return to school from September 2020. A personal staff risk assessment will be completed and appropriate measures, discussed with line managers, put in place to reduce the risk of contracting COVID 19. • All teachers and Teaching Assistants will be allocated to a larger bubble. • If a staff member is absent, the school will try to cover this absence internally (although this may mean staff move between larger bubbles). If this is not practicable, an external supply teacher will be used. • Children will be taught one session of PE each week by Onside Coaching. • PPA and NQT time will be covered by a long-term supply teacher and Mrs Knock. • Supply teaching staff and coaches will be expected to comply with the school's arrangements of managing and minimising risk of COVID-19. • All staff will return to their contractual duties from September 2020, including those who were considered to be clinically extremely vulnerable, as long as they maintain social distancing. Where this cannot be achieved in their current role, staff may be deployed in alternative roles. • Staff may be asked to cover more duties e.g. play and lunch duties, on a rota basis. • Staff will be given suitable breaks, as per government guidance for schools fully opening. • INSET will resume with social distancing measures in place and in a large, well-ventilated space. Where staff meetings or training can be delivered via Zoom, they will be. 	High	Headteacher & SLT
2.7	Wellbeing and mental health of pupils with SEND in the mainstream school and Ocean Centre	Pupils with SEND	<ul style="list-style-type: none"> • Social stories to be used to support children with SEND adapt to the new arrangements. • Pupils with SEND, including those in the mainstream school with EHCPs, will continue to be supported by allocated adults. • The full range of provision detailed in EHC plans will resume, unless section 42 of the <i>Children and Families Act 2014</i> is modified. • Therapists and external professionals will provide on-site interventions as directed, unless these can be delivered virtually to the same extent. External professionals will read and agree to the school's COVID-19 guidance before entering the school building. 	High	SENDCO
2.8	A decrease of attendance and a risk of pupils falling behind	Pupils	<ul style="list-style-type: none"> • All children will be expected to attend school to minimise the longer-term impact of the pandemic on children's education and wellbeing from September 2020, in accordance with the government guidance for the full reopening of schools. 	High	Deputy Headteacher

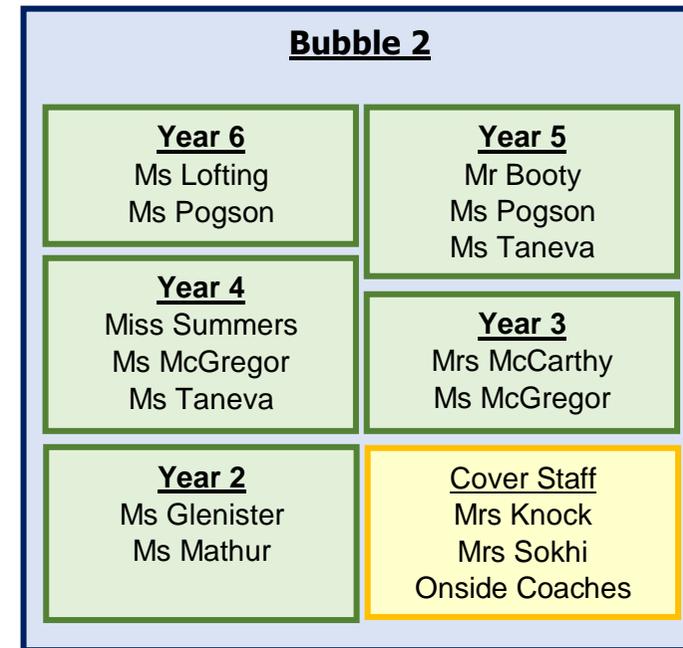
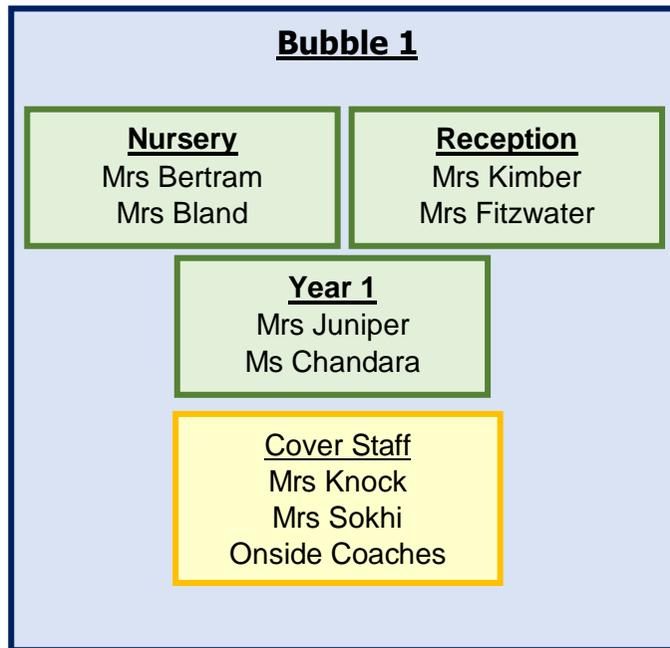
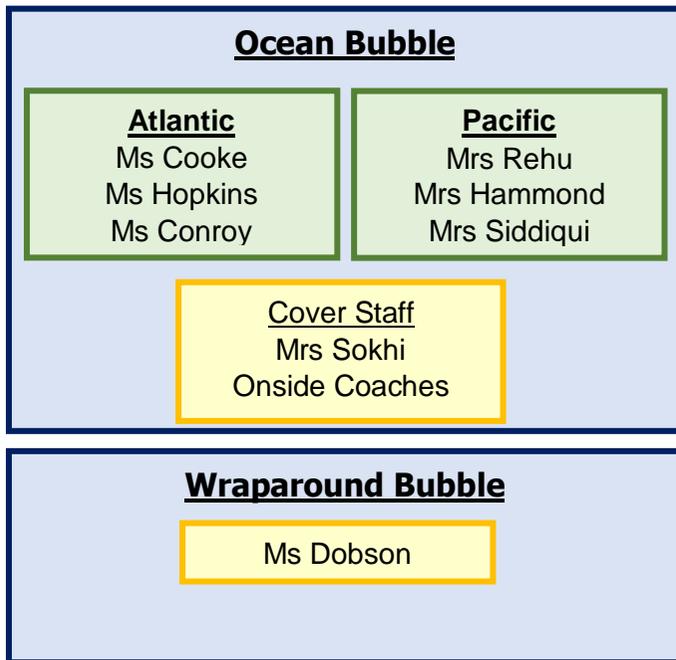
			<ul style="list-style-type: none"> Children who were shielding are also expected to return to school from September 2020, unless advised by public health because of high rates in the local area. In these circumstances children absent from school will be offered remote learning and absence will not be penalised. Normal attendance procedures will resume in September 2020, meaning parents/carers will be referred to the Education Welfare Service for non-attendance. This could result in a fine and/or prosecution. The school will work with parents and other professionals to support children returning to school in order to understand concerns and build confidence. 		
2.9	Catching COVID-19: Wraparound Care	Pupils, Parents and Wraparound Care staff	<ul style="list-style-type: none"> Children and staff in the wraparound provision will be classed as an additional bubble. As per the guidance, staff and children can move between their class bubbles and the wraparound bubble when no other alternative is possible (see Appendix A). Breakfast and after-school provision will resume from the autumn term. Protective measures regarding enhanced cleaning of environments and resources will apply to the wraparound provision. 	High	Headteacher
2.10	Future lockdowns or pupils unable to attend school: Remote Learning	Pupils and parents	<ul style="list-style-type: none"> In the event of a bubble needing to self-isolate due to a confirmed case of COVID-19, or a local lockdown being imposed, children will access remote learning through their Google Classroom account. Instructions will be provided to parents and children will be taught how to access their learning through Google Classroom. Paper packs will be issued to families without internet access. 	High	Deputy Headteacher and Class Teachers
2.11	Catching COVID-19: Managing pupils with intimate care needs or administering first aid	Pupil and Staff	<ul style="list-style-type: none"> PPE must be worn when dealing with any intimate care or administering first aid. All first aid kits to contain masks and gloves. All intimate care needs and first aid incidents to be recorded as per school policy. 	High	School staff
2.12	Wellbeing of pupils: Safeguarding	Pupils and parents	<ul style="list-style-type: none"> A DSL to be on-site or able to be contacted. In the case of a closure or local lockdown, safeguarding concerns to continue to be forwarded to Designated Safeguarding Leads. Vulnerable families to be monitored by SLT and in liaison with social care. The LAC will keep the Child Protection and Safeguarding Policy under regular review to ensure that the school's safeguarding arrangements remain compliant with all relevant law, as circumstances require. 	High	Headteacher
2.13	Wellbeing of pupils: Pastoral care	Pupils	<ul style="list-style-type: none"> There will be a focus on pastoral support and children's mental health and wellbeing following the coronavirus lockdown and school closure. Staff will receive additional training on supporting pupils' mental wellbeing. ELSA support provided in school. 	High	DSLs, SENCO and Class Teachers

			<ul style="list-style-type: none"> Referral to counselling service for both staff, pupils and families. Mental health and wellbeing resources signposted through school newsletter and website. 		
2.14	Wellbeing of pupils: Behaviour	Pupils and staff	<ul style="list-style-type: none"> Risk assessments and/or behaviour or emotional support plans to be put in place for children who require them. All staff/adults to be aware of children with behaviour or emotional support plans. All incidents to be recorded in class behaviour log. Discussions, Circle Time, PSHE and RE lessons planned to address COVID-19 related issues. 	High	School staff
3. The Early Years Foundation Stage (in addition to section 1 and 2)					
	Pupils unable to access the curriculum and a risk of falling behind	Pupils	<ul style="list-style-type: none"> Legislation came into force on 24th April 2020 to allow for the temporary disapplying and modifying of a number of requirements within the EYFS. These remain in place for September 2020. Nursery will focus on the prime areas – Communication & Language, Personal, Social and Emotional Development and Physical Development. Reception will also focus on the prime areas, with the addition of early reading and mathematics, acquisition of phonic knowledge and extension of vocabulary. Children will be assessed on entry and at the end of Reception, as per usual EYFS procedures. Pupils to sit with space between them on plastic spots, which will be cleaned daily. No more than 4 pupils at one indoor or outdoor activity. Activities to be spaced around the zone to enable distancing. Number sign with visuals, number spots, Numicon to help pupils understand how many can be at one activity. 	High	EYFS staff
	Reduced staffing	Pupils and staff	<ul style="list-style-type: none"> Reasonable endeavours will be used to ensure that at least one member of staff in the EYFS is a school teacher. If this is not possible, there will be at least one staff member for every 8 children and one of these members of staff will hold a full and relevant level 3 qualification. Reasonable endeavours will be made to ensure that at least half of other staff hold a full and relevant level 2 qualification. All staff will be DBS checked as per school safeguarding procedures. A paediatric first-aider will be on-site. 	High	EYFS staff
	Catching COVID-19: Resources	Pupils and staff	<ul style="list-style-type: none"> Antibacterial spray that doesn't need to be wiped down will be used to clean toys, small world objects, paintbrushes and any other resources used that day. 	High	EYFS staff

			<ul style="list-style-type: none"> No dressing-up costumes or soft toys to be in provision. Stationery and resources will be shared between Nursery and Reception class bubbles and will be cleaned regularly. 		
	Catching COVID-19: Snack time	Pupils and staff	<ul style="list-style-type: none"> Hand washing with adult supervision before and after snack time. Teaching groups will use timers to encourage regular handwashing/hand sanitising. Adults to wear gloves and pupils handed a snack in turn, rather than self-serve. 	High	EYFS staff
	Catching COVID-19: Outdoor provision	Pupils and staff	<ul style="list-style-type: none"> Wash hands before pupils go outside and when coming back inside. Free flow remains the same but with restrictions on the number of pupils per activity with visuals used to support children. Hand sanitiser station set up in the outdoor provision for children to use when they move from one toy/play equipment to another. Water trays to be disinfected daily. Antibacterial spray to be used to clean bikes/scooters, musical instruments, role-play toys, balls, stilts etc. Sand tray and mud kitchen to be reintroduced. 	High	EYFS staff
4. The Ocean Centre (in addition to section 1 and 2)					
	Catching COVID-19: Classroom		<ul style="list-style-type: none"> Pupils to sit socially distanced on either individual tables or shared tables marked out. Verbal Social stories will be used regularly to explain new routines. Schedule of activities provided for each group during choosing time, with no more than 3 pupils per activity. 	High	Ocean staff
	Catching COVID-19: Resources	Pupils and staff	<ul style="list-style-type: none"> Each child will have individual ear-defenders, if required. Antibacterial spray that doesn't need to be wiped down will be used to clean toys, small world objects, paintbrushes and any other resources used that day. No dressing-up costumes or soft toys to be in provision. Every child to have their own pot of Playdoh - no swapping or sharing. Any homemade Playdough to be changed weekly and disposed every Friday. 	High	Ocean staff
	Catching COVID-19: Snack time	Pupils and staff	<ul style="list-style-type: none"> Handwashing with adult supervision before and after snack time. Pupils can bring in a snack from home in a Tupperware-type container that is returned home daily for cleaning. Adults to wear gloves and pupils handed a snack in turn, rather than self-serve. 	High	Ocean staff

Catching COVID-19: Playtime and lunchtime	Pupils and staff	<ul style="list-style-type: none"> • Atlantic and Pacific class will have playtime separately. A maximum of 3 children will be allowed to play at an activity, except for the trampoline and soft play where one child can play at a time. • Children to be reminded before break times of the new expectations in the Ocean Centre playground e.g. the numbers allowed to play with or use each piece of equipment or toy. • Visuals to be displayed by toys/equipment with numbers of children allowed to play at a time in each area. • Hand sanitiser station set up in the Ocean Centre playground for children to use when they move from one toy/play equipment to another. • Antibacterial spray to be used to clean bikes/scooters, musical instruments, role-play toys, dinosaurs, train sets, balls, stilts, playhouses, food, gardening toys, dolls, lego etc. • Soft play equipment to be cleaned with anti-bacterial spray (that doesn't need to be wiped down) after each child has used it. • Trampoline to be cleaned with anti-bacterial spray (that doesn't need to be wiped down) after each child has used it. • All playground equipment/toys to be thoroughly cleaned on a Friday. 	High	Ocean staff
Catching COVID-19: Managing pupils with intimate care needs	Pupils and staff	<ul style="list-style-type: none"> • Pupils to bring in change of clothes at start of week and returned home for cleaning when used. • Visual schedule to support pupils to independently change their own clothes. 	High	Ocean staff
Catching COVID-19: Behaviour and pastoral care	Pupils and staff	<ul style="list-style-type: none"> • Twice daily emotional regulation sessions to support pupils' understanding. • Calming down area provided in each classroom. 	High	Ocean staff
Catching COVID-19: Transport	Pupils and staff	(See separate risk assessment by LA and transport provider).	High	Centre Leader

APPENDIX A – School Bubble Structure



Key:

Larger bubble

Class bubble

Additional teaching staff