



SOMERFORD PRIMARY SCHOOL COVID 19 PARTIAL RE-OPENING Risk Assessment

Location / Site	
SOMERFORD PRIMARY SCHOOL	
Activity / Procedure	
PARTIAL RE-OPENING OF SCHOOL TO RECEPTION, YEAR 1 AND YEAR 6 WHILST MAINTAINING PROVISION FOR VULNERABLE CHILDREN AND KEY WORKERS	
Assessment date	
20/5/2020 – to be updated regularly until re-opening	

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

“Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include consideration of the pupils’ mental health and well being”

“Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings and schools, we taking this into account. Schools should therefore work through the hierarchy of measures set above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

....the risk will be lowered”

“Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief transitory contact, such as passing in a corridor is low risk. “

<u>Identify hazard</u>	
Lack of social distancing in the classroom/ office areas resulting in direct transmission of the virus	
<u>Control measures</u>	
<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 12 children in the first instance 2. Parents informed that one week’s notice is required to send child to school after 1st June to allow for additional bubbles to be created if necessary 3. Remove excess furniture and resources to increase space if space to do so– store in shared areas which will not be used. These areas will be clearly signed as no entry 4. Social distancing charter created for and with the children – including how many children playing with resources and how (either end of water tray) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc) 5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for deliberate non-compliance 6. Resources and activities planned to reduce shared contact and individual learning 7. Use of outdoor space encouraged– same charter for outdoors 8. Staff allowed to stay at adult height – no requirement for getting to child level for interactions 9. Interactions carried out where possible from a distance 10. Children will be discouraged from sitting on the carpet. If this is necessary, children will be given carpet spots at 2m spaces 11. Children to use same desk if returning next day 12. Teacher and TA are assigned to these children and stay with these children throughout the week 13. Children stay in the classroom or designated outdoor area for majority of the day and not mix with other groups 14. Children will have own desk and water bottles and packed lunch boxes will be kept with them at their desk 15. Only one member of staff will work in an office 16. Physical meetings will be avoided but if necessary they will take place in large rooms and 2m distances will be maintained 17. Windows will be opened where possible to ensure adequate ventilation. Upstairs windows have restrictors fitted. Site Team will ensure all closed at end of day when locking up. 18. Doors will be propped open (except those on automatic closures or fire doors) to reduce the amount of surface touch points. Sanitizer will be provided on routes where this is not possible. 	

<u>Identify hazard</u>	
	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
<u>Control measures</u>	
	<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Only one child allowed to go to toilet at a time 2. Designate sets of toilets to each bubble and these are clearly signed. 3. Children taught to use only these toilets 4. Some toilets will become unisex but any risk from this reduced with only one child in at a time 5. Hand sanitizer in classrooms and children encouraged to use after visiting toilet use as well as washing hands 6. Extra Signs in toilet re washing hands 7. Children taught how to wash hands properly through use of songs, posters and modelling 8. Extra soap ordered to ensure we do not run out 9. Children encouraged to go to the toilet at the start of break / lunch (staggered) so no need to return in to school 10. Toilets allocated for staff in bubbles and office staff– these are shared between 2 bubbles and all office staff 11. Staff toilets will be cleaned mid morning and mid afternoon by Site Manager as 2 bubbles using them 12. Staff and children will be reminded to close the lid of the toilet prior to flushing

<u>Identify hazard</u>	
Lack of social distancing at start and end of day	
<u>Control measures</u>	
<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Parents asked for only one adult to bring a child to school 2. Parents informed of staggered start and end times with 10-minute gaps to avoid large gatherings. Parents reminded to be on time 3. Parents will not be allowed on to school site and will drop off at the gates. There are two gates and bubbles have been allocated specific gates to allow for the least movement around school 4. Markers outside the gates for the children and parents to wait – 2m apart. 5. Markers inside the gates for children to wait for bubble staff to accompany them to classroom 6. Instructions shared re social distancing between families in the morning with parents and children 7. Signage for parents and children displayed outside the gates 8. DHT and HT to be on duty to supervise 9. Staggered drop off and pick up times for different year groups 10. Staff will be asked to arrive before the children and maintain 2m gaps 11. Staff will be asked not to congregate in shared areas at start and end of day 12. School Transport has been reinstated for some pupils. A risk assessment has been received for this service 13. Walking and cycling is encouraged, driving if necessary. If driving, this should be on your own or with members of your household only. Public transport should be avoided 	

<u>Identify hazard</u>	
	Lack of social distancing during breaktimes resulting in direct transmission of the virus
<u>Control measures</u>	
	<p>WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area. These have been marked by grounds team and tape 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. The large play equipment will not be used as it cannot be easily cleaned 4. Games discussed which encourage social distancing – football passing, hoola hooping. Staff have been given a set of ideas from Youth Sport Trust 5. Bubble staff will remain with group during break and cover each other 6. Allocated lunch supervisor for each bubble 7. Lunch supervisors given training on 1/6 from DHT 8. Staff supervision throughout – actively encouraging and insisting on social distancing

<u>Identify hazard</u>	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	
<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children will wash their hands before eating lunch 2. Children eat in their classrooms at their own desks or in their designated outdoor space 3. Allocated lunch supervisor will collect lunches from Infant hall. These will be in take away containers. There will also be a tray of cups, water jug and puddings. At the end of eating, cups and cutlery will be placed in a sealed box and returned to the hall by supervisor. Rubbish will be placed in bin bag and tied. 4. Children will not share use of cups provided by school 5. Children with a packed lunch will keep it with them at their desk. 6. Children will be asked to wash their hands after eating lunch 7. Staff will be allocated their own staff area to eat their lunch 8. They will be asked to bring own mug, glass and cutlery to school and take it home to wash 9. Office staff will eat lunch in their own office 10. Risk assessment requested from HC3S (catering company) 	

<u>Identify hazard</u>	
	Lack of social distancing in the corridors resulting in direct transmission of the virus
<u>Control measures</u>	
	<p style="background-color: yellow;">WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</p> <p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. Any movement around school will be staggered 3. Messages to office and kitchen will be via phones and walkie-talkies 4. Shared areas such as library and IT suite will not be used 5. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice of this in the first few days 6. Tape will be placed down the middle of corridors to encourage walking on the left 7. Office staff will limit their movement around school and use phone and email wherever possible 8. Children will not be sent on messages and will not move around the school unsupervised 9. Doors must not be held open for people. This will be taught to children as is a change from our normal school practice

<u>Identify hazard</u>	
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Resources washed in antibacterial cleaner or wiped with anti bac wipes each night by bubble staff and left to dry 2. Tables and other surfaces cleaned with every night antibacterial cleaner by cleaning team 3. Touch points will also be cleaned throughout the day with anti bac wipes by bubble staff – Staff will be informed these include door handles, light switches, hand rails and other items that are turned on and off. 4. Personalised resources on tables in labelled zip lock bags 5. Children encouraged to wash hands / use hand gel before lessons and after each lesson 6. Outdoor resources restricted each day and outdoor area separated between classes (physical barrier so no mixing) 7. Soft toys and furnishes including bean bags removed from the classroom before opening 8. Books available split into separate sets one for each different group of children and rotated each week giving time for de-contamination – not taken home or brought in. These will be cleaned with anti bacterial wipes each night 9. Large outdoor playground equipment not used 10. Children asked to wash hands after using bikes and trikes and handles wiped after use 11. The use of soft toys, play dough, sand and mud kitchens will be avoided 	

<u>Identify hazard</u>	
Emotional distress of the children	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Small numbers of children in each group to support their emotional need 2. Additional member of staff in each bubble 3. Reduced length of school day to ensure transition is successful from home to school 4. Children will be given chance to discuss their experiences and concerns 5. 2 metre social distancing ELSA provision available for children who are distressed 6. Recovery curriculum to be delivered to support children's well-being – slowly increasing the cognitive load 7. Comfort given from a distance – at adult height and hand gel used after if needed 8. Any child too distressed to be in school will be sent home and an action plan created with parents. Social Stories have been created for and shared with children who need them 9. Educational Psychology team available for bereavement advice 10. Resources to support children have been shared with teachers 	

<u>Identify hazard</u>	
Emotional distress of the staff – including anxiety	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Phone calls and virtual coaching for any staff who requests it 3. Staff e- mails – to discuss concerns and shared control measures 4. Sharing of support helplines 5. At least one SLT member of staff on site every day for staff to share concerns with 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Designated “staff areas” areas for groups of staff. These have been made to be welcoming with wrapped snacks, posters etc 8. Planned time for planning and preparation within the week on a Friday 9. Staff meeting and briefing kept to a minimum, with weekly e-mailed briefing to ensure communication 10. Weekly Staff Social Event/Quiz Night via Zoom 11. Regular optional Zoom meetings to allow staff to ask questions and raise concerns 12. Staff are signposted to the LA counselling service and NHS and Council websites for links to further support 	

<u>Identify hazard</u>	
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>	
<ol style="list-style-type: none"> 1. Individual risk assessments for children with behaviour difficulties – who might need restraint and display spitting, biting etc. 2. PPE purchased. Staff provided with guidance and training on how to don and doff correctly. Records will be kept of training 3. Reduced timetable / exclusion considered if children are acting in a way staff and other children are put at risk 4. PPE available to staff for those working in close proximity with children e.g. first aid or child demonstrating symptoms of Covid-19 (minimum of disposable gloves, apron and face mask (FRSM IIR) if risk of spitting/coughing/bodily fluids 5. A Behaviour Policy addendum has been written and shared with parents. Shared with children on first day 6. Parents will be called to take children home if necessary <p style="color: red;">Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>	

<u>Identify hazard</u>	
	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
<u>Control measures</u>	
	<ol style="list-style-type: none"> 1. Staff and children are aware of the need to frequently wash and dry hands 2. Hand gel in all classrooms and offices 3. Hand gel order in large quantities by Finance Officer. Staff are aware of how to report low stock 4. Handwashing PHSE lessons, songs and rhymes 5. Extra soap dispensers and re-fills in each classroom 6. Children and staff handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 7. Washing hands posters displayed in all washing areas 8. Reminders how to wash hands properly – videos and posters 9. Procedure agreed for children to wash hands so thorough hand washing 10. Children taught to ‘Catch it, bin it, kill it’ and lidded bins provided in classrooms and offices 11. Children and staff asked to wear clean clothes each morning 12. A Perspex screen has been ordered for main reception area – floor markings in place before the arrival 13. Visitors to the school will be limited to essential only and by appointment only 14. Parents will not be able to access the office area 15. The receptionist will sign visitors in 16. No cash will be handled 17. Visitor badges will be wiped before and after use 18. Paperwork will be encouraged to be sent by email

<u>Identify hazard</u>	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial cleaner by cleaning team and throughout day by bubble staff 2. Soft furnishings and soft / cloth toys and other items and toys not easily washable, will be removed from use in classrooms. This includes sand and shared playdough 3. Cleaning company risk assessment attached 4. Additional cleaning of touch points throughout the day by bubble staff such as door handles, light switches, hand rails, photocopiers, kettles, fridges, whiteboards, keypads, keyboards and mouse, iPads 5. Anti bac wipes have been checked with cleaning company to ensure they are appropriate 6. School has been deep cleaned prior to reopening 7. Staff toilets cleaned mid morning and mid afternoon by Site Manager 8. Offices will have anti bac wipes for computer keyboard, phone etc 9. Offices will be cleaned each day 10. HT will inform cleaning company which rooms and areas used each day 11. Regular stock take of soap, tissues, wipes and hand sanitizer. Reordering happens before stocks are low 	

<u>Identify hazard</u>	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home 3. It has been agreed with the Headteacher that those living with those that are clinically vulnerable can work from home 4. Individual risk assessment undertaken with all staff who felt unable to attend school. These were all agreed. 5. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 6. Tasks have been allocated to staff at home 	

<u>Identify hazard</u>	
	Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus
<u>Control measures</u>	
	<ol style="list-style-type: none">1. Children who are clinically extremely vulnerable – those being shielded should not attend school2. Children living with someone who is clinically extremely vulnerable should not attend school3. Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school4. Children living with someone who is clinically vulnerable can attend school – parents will be given the choice5. Risk assessments carried out for all children with EHCPs6. Children should not attend if they have symptoms or are self isolating due to symptoms in household7. Children and those in their household are encouraged to test if they are symptomatic

Identify hazard

Risk of ill health / accidents due to school site not being maintained during partial closure and during reopening

Control measures

1. All hygiene checks have been maintained by site caretaker -see logs for specific dates.
2. All servicing has been taking place as previously scheduled -see health and safety logs.
3. Additional water flushing has taken place throughout closure so drinking water in classrooms is still safe
4. Fire doors and alarms have been checked in line with ongoing routines
5. Modified evacuation routes and assembly points in place and shared with staff. These are shared with children on first day.
6. **Fire drill will be held in first week**
7. School has been deep cleaned prior to reopening
8. Site Manager to wear gloves when opening school in mornings and locking in evening
9. Site Manager to prop all doors open when opening (except doors with automatic closures)
10. There will always be a first aider and paediatric first aider on site
11. Site Team / cleaners emptying bins will wear gloves and bin bags will be placed immediately in refuse bins
12. Any contractors will be reminded about social distancing in advance and will not be able to work in bubble areas while staff and children in school
13. Premises and utilities have been health and safety checked and building is compliant.
 - Water treatments
 - Fire alarm testing
 - Repairs
 - Grass cutting
 - PAT testing
 - Fridges and freezers
 - Boiler/ heating servicing
 - Internet services
 - Any other statutory inspections
 - Insurance covers reopening arrangements
14. Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.

Identify hazard

Risk to health of staff and pupils with medical conditions if not managed appropriately

Control measures

1. First aider and paediatric first aider will always be on site
2. Children's Health Care Plans will be shared with group teacher by SENCo
3. Epi pens / inhalers will be stored in locked cupboard in group room
4. Children needing medication will be asked to self administer under supervision where possible. Accurate records will be maintained. Parents will be asked to complete the consent form and send via email where possible. Where not possible this will be completed with parents over the phone
5. First aider in each bubble with individual first aid kit and record sheets
6. Medical information provided to all bubble staff

Identify hazard

Risk of lack of staff due to absence

Control measures

1. All bubbles contain at least two members of staff
2. If a teacher is absent, the **TA will lead the group**
3. If both members of staff are absent, the bubble will be asked not to attend school
4. No supply staff or non bubble staff will replace them
5. Staff have access to school IT systems via remote access so can continue to work from home if appropriate
6. All staff able to access a Corona test if showing symptoms. School is registered to book these or staff can individually
7. Some staff have changed hours on a temporary basis or changed working pattern to meet needs of school
8. Staff have been issued **guidance not to wear face masks**
9. PPE has been purchased for intimate care, some first aid and if supervising a person with symptoms
10. If staff numbers are too low to run all bubbles, **priority will be given to vulnerable/key worker group, Reception, Year 1 then Year 6**
11. Part time timetables will also be considered if necessary
12. Senior Leaders not in bubbles to allow for cover of leadership team if absent.
13. There are 4 DSLs so cover always available. If all 4 DSLs absent then one will be available via phone and a senior member of staff will take the lead in school. This will be communicated via email

Identify hazard

Risk of child or adult showing symptoms in school

Control measures

1. Person will be moved to the meeting room which has been designated for this purpose only
2. The window will be open and the door closed. The room is labelled as for this purpose only and a sign will be added if in use
3. If a child needs supervising, a member of staff will don PPE and maintain a 2m distance if possible
4. If the person needs to use the toilet, these will be cleaned before anyone else uses them. A sign will be placed on the door to alert people
5. The room will be cleaned before being used by anyone else and the HT will inform the cleaners
6. PPE will be double bagged and stored securely for 72 hours before being placed in refuse bin
7. Staff will be provided with training for donning/doffing of PPE and records and signs will be displayed in meeting room as a reminder
8. The person with symptoms will be asked to get a test. If negative they can return to school. If positive, advice will be sought from Public Health Tracing. Advice will also be sought as to whether it needs reporting under RIDDOR

Identify hazard**Safeguarding procedures not being followed – risk of significant harm****Control measures**

1. DSL or deputy always on site. If all 4 are absent, then one on call by phone and a senior member of staff will take lead in school
2. Updated Child Protection in place and shared with all staff as well as shared on website
3. Staff made aware of possible increase in safeguarding concerns on return to school
4. DSLs monitor My Concern on a rota basis
5. DSLs hold weekly supervision sessions together via Zoom
6. Ensure all staff have contact details for new First Response Hub
7. Weekly Zoom meetings with Early Help
8. Continue weekly phone calls to children not in school – not school based staff to help with this
9. School's COVID 19 safeguarding response document to still be followed
10. Weekly phone meetings with Link Worker from BCP
11. Attendance registers will be taken. Children who are expected in school but absent will be followed up by Pastoral Lead initially

Name of assessor	Signature of assessor	Date
Helen Frampton	<i>Helen Frampton</i>	20.5.2020

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Headteacher: H Frampton H+S Governor: M Knight	<i>Helen Frampton</i> <i>Michael Knight</i>	20.05.2020 22.05.2020

Risk assessment reviews	To be reviewed every time new guidance issued
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