



SOMERFORD PRIMARY SCHOOL COVID 19 RE-OPENING Risk Assessment

Location / Site	
SOMERFORD PRIMARY SCHOOL	
Activity / Procedure	
RE-OPENING OF SCHOOL TO ALL YEAR GROUPS	
Assessment date	
16/07/2020 – to be updated in line with DfE / LA advice and Government guidance 14/09/2020- updated following advice from PHD and BCP LA 30/09/2020 – updated following advice from PHD and BCP LA 6/11/2020 – updated in line with new guidance from the government	

These are the systems of control the DfE state schools must have in place:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Identify hazard	
Lack of social distancing in the classroom/ office areas resulting in direct transmission of the virus	
Control measures	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none">1. Class bubbles of no more than 30 with all tables and children facing the front (in Years 1-6). There will be no 'face to face' seating (in Years 1-6).2. In the Reception class, children will be allowed to access the classroom as usual. They will be allowed to sit on the carpet but will be encouraged to space out.3. Remove excess furniture and resources to increase space. Classrooms will be clutter free to facilitate cleaning4. Social distancing charter created for and with the children – including how many children playing with resources and how (either end of water tray and water changed regularly) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc). Charter will specify keeping 1m+ distance from adults at all times and from peers when possible. Staff will also keep 1m+ gap between each other5. 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-compliance6. Resources and activities planned to reduce shared contact and individual learning7. Use of outdoor space encouraged– same charter for outdoors8. Staff allowed to stay at adult height – no requirement for getting to child level for interactions9. Interactions carried out where possible from a distance10. Children will be discouraged from sitting on the carpet (Year 2-6). If this is necessary, children will be given carpet spots at 1m spaces and time on the carpet will be limited to no more than 15 minutes at a time.11. Children to use same desk each day (Year 1-6)12. Children stay in the classroom or designated outdoor area for majority of the day and not mix with other groups13. Children will have own desk and water bottles and packed lunch boxes will be kept with them at their desk14. Only one member of staff will work in an office. Marker tape has been placed 2m from the office worker's desk to support visitors in maintaining social distancing. A sign has been placed on office doors (except the HT's door) encouraging people to use the phone or email rather than visiting15. Physical meetings will be avoided but if necessary they will take place in large rooms and 2m distances will be maintained and adequate ventilation will be maintained16. All staff meetings and INSET sessions will be held online via Zoom or Teams17. Windows and doors 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. Parents will be asked to provide children with additional layers of clothing under their uniform to ensure they are warm. Staff will be encouraged to wear warm, layered clothing.19. If it becomes too cold in the classroom, high level windows will be kept open but others closed. At break times and when the classroom is empty, all windows and doors will be opened to ventilate the room.	

20. 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.
21. Large group assemblies and other gatherings will not take place **in person. Zoom or Teams will be used instead.**
22. If class or year group assemblies take place, children will sit in a socially distanced way and not in tight rows. No singing will take place
23. Class bubbles will be kept apart and timetables have been adjusted to avoid crossing in corridors
24. Staff will predominantly work in only one class. Where moving between classes, additional protective measures in place **(see appropriate section)**

<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>	
<ol style="list-style-type: none"> 1. Only three children allowed to go to toilet at a time 2. Designated sets of toilets to each bubble and these are clearly signed. 3. Children taught to use only these toilets 4. Y4 and Woodford toilets will become unisex but any risk from this reduced with limited children at a time. Woodford children will use boys' downstairs toilet and limit to one child 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. Staff encouraged to only use toilet closest to them. Limited to two staff members in each toilet. 11. Toilets will be cleaned mid morning and mid afternoon by Site Manager 12. Staff and children will be reminded to close the lid of the toilet prior to flushing 13. No personal possessions to be left in staff toilets 	

Identify hazard

Lack of social distancing at start and end of day

Control measures

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 (at front gate)
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. Parents will be asked to wear a face covering when dropping off and picking up and especially when talking to staff members
8. Signage for parents and children displayed outside the gates
9. DHT and HT to be on duty to supervise. These staff ~~may choose to~~ will wear a face covering when on duty and class teachers and TAs will wear a face covering when collecting and dismissing classes
10. Staggered drop off and pick up times for different year groups
11. Staff will be asked to arrive before the children and maintain 2m gaps
12. Staff will be asked not to congregate in shared areas at start and end of day
13. School Transport has been reinstated for some pupils. A risk assessment has been received for this service
14. 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 or appropriate measures implemented such as a face covering and where possible maintaining social distancing. If this is not possible, avoid physical contact, face away from others where possible and minimise the time spent in proximity to others by planning the journeys and using the most direct route. Allow additional travel time and check in with operators before. Where possible, book tickets online, buy a pass or use contactless payment.
15. Any Y6 children who are 11 years old and travel on public transport must wear a face covering
16. Disposable coverings must be disposed of on arrival at school. A lidded outside bin will be provided for safe disposal and hand sanitizer will be provided. Children will be reminded to bring a new covering for the journey home. Reusable face coverings will be safely stored in child's bag in a bag. Bags will be available in case child has not brought one
17. Sections of the bike and scooter rack will be allocated to each year group and social distancing will be encouraged whilst placing bike and scooters
18. If staff are required to undertake work related travel with more than one person in the same car, staff will ensure hands are washed / sanitized before and after travel, the car will be kept clean with additional cleaning of handles, steering wheel etc, staff members will face away from each other and the window will be kept open for ventilation. Where possible travel will be limited to the same staff members in the car. Staff would be encouraged to wear a face covering in this situation
19. All staff and children to sanitize or wash hands on arrival

<u>Identify hazard</u>	
	Lack of social distancing during breaktimes resulting in direct transmission of the virus
<u>Control measures</u>	
	<ol style="list-style-type: none"> 1. Staggered playtimes and lunchtimes 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 can be used in line with separate risk assessment 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. Lunch supervisors given training on 9/7/2020 from DHT 7. Staff supervision throughout – actively encouraging and insisting on social distancing 8. Staff reminded to stay 2m apart from other staff 9. Where possible, staff will be linked to the same bubbles of children throughout the week

Identify hazard

Lack of social distancing during Breakfast Club resulting in direct transmission of the virus

Control measures

1. Breakfast Club is allowed to operate and we are encouraged to do so
2. Children will wash their hands on arrival
3. Children will keep coats and bags with them at their table
4. Each year group will be allocated its own table which will be marked with a sign. Children will only be able to sit on their year group table
5. Resources will be placed on each table so children do not need to move around the room and use shared cupboards
6. Breakfast will be served by staff to avoid several children handling the same items
7. Parents will be informed of these rules and children deliberately breaking them will not be able to attend
8. Parents will be encouraged to pay via SIMS Pay to limit contact with cash
9. Staff supervising the club may wear a face covering as supporting children from across bubbles
10. Staff will maintain a 2m distance from each other

<u>Identify hazard</u>	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Children will wash their hands before eating lunch 2. Children having packed lunch in Year 4,5 and 6 will eat in their classrooms at their own desks or in their designated outdoor space 3. Children in YR, 1, 2 and 3 and hot dinners in Y4, 5 and 6 will eat in the halls. The eating times will be staggered and only one year group will be in the hall eating at a time 4. Year groups will have allocated tables and children will not be able to move tables 5. When children line up to collect their lunch, social distancing will be maintained 6. Cutlery and trays will be handed to children 7. Cups and jugs will be placed on each table and washed in the dishwasher after each year group 8. The self serve food area will be closed 9. Children with a packed lunch will keep it with them at their desk. 10. Children will be asked to wash their hands after eating lunch 11. Staff will be encouraged to eat their lunch in their empty classroom 12. They will be asked to bring own mug, glass and cutlery to school and take it home to wash 13. Office staff will be encouraged to eat lunch in their own office 14. An additional, temporary staff rooms will be opened in 2SB and Goslings. Numbers in staff rooms will be limited to 6 staff members at a time. Staff are expected to socially distance when in the staff room and clean any areas used after use eg microwave handle, hot water tap 15. Seats and tables in staff rooms have been placed 2m apart and positions marked with tape 16. Staff will wear face coverings in staff areas unless eating and drinking 17. Staff are reminded to take a good break and ensure they maintain hydration 18. Insulated cups with lids are allowed inside school but not on the playgrounds 19. Risk assessment received from HC3S (catering company) 	

Identify hazard	
	Lack of social distancing in the corridors resulting in direct transmission of the virus
Control measures	
	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door in downstairs classrooms 2. Teachers and TAs must supervise children whenever they access or hang up coats and bags to ensure this is done in a socially distanced way 3. Any movement around school will be staggered 4. Messages to office and kitchen will be via phones and walkie-talkies 5. Shared areas such as library and IT suite are timetabled and cleaned in between class usage 6. 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 7. Tape will be placed down the middle of corridors to encourage walking on the left 8. Office staff will limit their movement around school and use phone and email wherever possible 9. Children will not be sent on messages and will not move around the school unsupervised 10. Doors must not be held open for people. This will be taught to children as is a change from our normal school practice 11. SLT and Pastoral Care staff are visible around school to support social distancing 12. Staff may choose to will wear a face covering in corridors and communal areas. These should be donned and doffed in line with training given and stored in a sealed bag or disposed of in a lidded bin when not being worn

<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 every night with 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 (Y1-6) 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. Children asked to wash hands after using bikes and trikes and handles wiped after use 8. Children are encouraged not to bring any non essential items in to school. Children can bring essential items such as coat, hat, lunch box, water bottle. Children can bring a bag 9. There will be no ‘Show and Tell’ 10. If children bring a mobile phone, this will be handed in to the class teacher and placed in a plastic bag. They will not be touched by any staff. These will be taken to main office for safe storage during the day by staff member. Office staff will return them to classes at end of day and children will remove them from the bags themselves 11. Post to the school will be reduced by asking for communication by email where possible 12. When dealing with post, staff will wear gloves and wash hands or sanitize afterwards 13. Delivered items will be left where possible – paper for 4 days and cardboard for 24 hours 14. Larger orders will be made where possible to avoid the frequency and number of deliveries needed 15. Only one person will enter a photocopier room at a time and the machine will be wiped down after use. Sanitizer will be provided to use before and after touching the copier 16. Only one person will enter a stock cupboard at a time 17. Staff will wear a face covering when using areas such as the photocopier and stock cupboards 	

<u>Identify hazard</u>	
Emotional distress of the children	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Children will be given chance to discuss their experiences and concerns 2. 2 metre social distancing ELSA provision available for children who are distressed 3. Recovery curriculum to be delivered to support children's well-being – slowly increasing the cognitive load. Week 1's curriculum will be based on Rainbow – a book written to support children with coping with the pandemic 4. Comfort given from a distance – at adult height and hand gel used after if needed 5. Social Stories have been created for and shared with children who need them 6. Transition books have been shared with all vulnerable children 7. Individual risk assessments have been written for key children 8. Safe places have been set up as part of this risk assessment 9. Worry boxes to be set up in all classrooms 10. Pastoral Care Lead available at play and lunch times for children to talk to 11. Counselling, ELSA and therapy will start again 12. Educational Psychology team available for bereavement advice 13. Resources to support children have been shared with teachers 	

Identify hazard	
Emotional distress of the staff – including anxiety and managing workload	
Control measures	
<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. Staff meeting and briefing kept to a minimum, with weekly e-mailed briefing to ensure communication 7. Staff are signposted to the LA counselling service and NHS and BCP Council websites for links to further support 8. Staggered staff have been planned to ensure length of school day not increased 9. PPA time maintained for staff. Staff encouraged to take this at home 10. Staff need to maintain social distancing if taking PPA time together in the same room. Computers and work spaces need wiping down after use. Side by side or back to back working is encouraged rather than face to face. The use of face coverings is required if working with staff from a different bubble 11. There is no expectation to provide remote learning whilst class teaching. Additional time will be provided for this if necessary 12. Additional support will be provided for new teacher in Y1 and ITT students in school 13. INSET days used to support wider opening 14. Staff reminded about quarantine requirements if travelling abroad and asked to discuss with HT if this could be a problem returning to school on time 15. Face to face staff meetings will recommence where necessary 16. Staff meetings and briefings on a Monday morning will take place in the main hall with windows and doors open online via Zooms or Teams 17. Staff may choose to will wear a face covering in communal areas, staff meetings and corridors. 	

Identify hazard	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	
Control measures	
<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. Exclusion may be considered if children are acting in a way staff and other children are put at risk as this will be used in line with government guidance. All measures will be considered and worked through if a child is at risk of an exclusion and this may include (but not be limited to) a behaviour plan, meeting with parents, Pastoral Support Plan, accessing alternative provision and reduced timetable. All measures will be utilised in line with DfE and LA guidance. 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) and face shield or goggles if risk of spitting/coughing/bodily fluids is likely 5. Staff will be encouraged to wear a visor if the child they are supporting spits eg during a Speech and Language intervention 6. A Behaviour Policy addendum has been written and shared with parents. Shared with children on first day 7. Fixed term exclusions will be used if necessary but as a last resort 8. For 1:1 interventions: <ul style="list-style-type: none"> *Staff wash hands before and after working with a pupil *A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart *All equipment needed for the child is set up in the space before the start of the session *Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom) *The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way *The intervention is provided at a distance where possible. Staff and child will sit side by side as a minimum and not face to face *After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil *Children will wash their hands before and after an intervention session 8. For small group interventions: <ul style="list-style-type: none"> *Each small group receiving support is drawn from one year group only. *Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. *Pupils will bring all equipment they require with them to the intervention area. *The area will be cleaned at the end of a session by the lead adult, before pupils from another bubble use the area. *Staff will wash their hands between each group. *We will limit the year groups staff work with where possible *Children will wash their hands before and after an intervention session 	

Identify hazard

Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Control measures

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 foot pedal operated lidded bins provided in classrooms and offices
11. Children and staff asked to wear clean clothes each morning
12. A Perspex screen in place at main reception area
13. Visitors to the school will be limited to essential only and by appointment only
14. A Visitor Protocol has been written and is shared with all visitors prior to their arrival
15. Visitors will be encouraged asked to wear face coverings
16. Parents will not be able to access the office area
17. The receptionist will sign visitors in and take contact details to ensure ability to comply with Test and Trace processes
18. No cash will be handled
19. ~~Visitor badges will be wiped before and after use~~ Disposable visitor stickers will be used
20. Reception staff trained on control measures
21. Tissues provided in all rooms
22. Two additional hand washing stations purchased
23. 4 additional sanitizer stations purchased and placed at entrances
24. Additional outside bins purchased
25. Banner added to website stating not to come to school if you or any of household has any symptoms or are self-isolating
26. School uniform will be worn and parents encouraged to wash it regularly

<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. Cleaning company risk assessment in place 3. 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 4. Anti bac wipes have been checked with cleaning company to ensure they are appropriate 5. School has been deep cleaned prior to reopening 6. Staff toilets cleaned mid morning and mid afternoon by Site Manager 7. Offices will have anti bac wipes for computer keyboard, phone etc 8. Offices will be cleaned each day 9. HT will inform cleaning company which rooms and areas used each day 10. Regular stock take of soap, tissues, wipes and hand sanitizer. Reordering happens before stocks are low by the Finance Officer 11. Cleaning will be carried out with detergent and bleach 12. Additional cleaning will take place during day by Site Team 13. All rooms provided with tissues, antibacterial spray and wipes. Stock kept in Finance Office 	

<u>Identify hazard</u>	
Risk of illness of vulnerable staff and family members and children through direct and indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Shielding ended on 1st August 2020 and restarted for only the most extremely clinically vulnerable on 6th November 2020 2. Individual risk assessment undertaken with all staff who were previously considered vulnerable and feel they would benefit from additional protective factors 3. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 4. Individual risk assessment written for the one BAME member of staff 5. Teachers made aware of the BAME children in their class 6. Risk assessments carried out for all children with EHCPs 7. Children should not attend if they have symptoms or are self isolating due to symptoms in household 8. Children and those in their household are encouraged to test if they are symptomatic 9. Parents, staff and visitors given clear messaging about not to attend with any symptoms 10. Webinars from PHE sent to staff 11. PHE weekly risk rate is currently low. These figures are sent to staff weekly 12. Risk assessment will be written for returning staff member still breastfeeding 	

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 half term
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 will 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. Record sheets are collected in at the end of each month for collation and analysis
6. Medical information provided to all bubble staff
7. Sensory room will not be used as there is no ventilation. ~~be opened to support children with sensory processing difficulties. Room will be cleared and essential items only will be provided for use.~~ Sensory boxes will be set up for classrooms
8. Sensory ~~room~~ equipment will be cleaned in between use
9. Disposable ice packs purchased and kept in each classroom

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, TAs will lead the group where possible. If not possible, supply teachers can be used with good social distancing and hand washing and sharing of risk assessments prior to commencing work
3. If both members of staff are absent, the bubble will be asked not to attend school
4. Staff have access to school IT systems via remote access so can continue to work from home if appropriate
5. If a teacher has to self isolate but is well, then can use Teams to teach the class remotely with TA supervision
6. All staff able to access a COVID test if showing symptoms. School is registered to book these or staff can individually
7. The school has a limited stock of home test kits for those staff or children who would not otherwise be able to access a test
8. Staff have been issued guidance ~~not~~ to wear face coverings in communal areas and corridors
9. PPE has been purchased for intimate care, some first aid and if supervising a person with symptoms
10. Part time timetables will also be considered if necessary to keep as many bubbles open as possible
11. 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 spare room in Y3 area 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. Office staff will call parents and emergency contacts to collect child and any siblings as soon as possible
6. The room will be cleaned before being used by anyone else and the HT will inform the cleaners
7. PPE will be double bagged and stored securely for 72 hours before being placed in refuse bin
8. Staff will be provided with training for donning/doffing of PPE and records and signs will be displayed in meeting room as a reminder
9. 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
10. School is registered to book appointments for staff
11. School will be provided with a limited number of home testing kits. These will only be handed out in exceptional circumstances. The school will always try to support the booking of tests first
12. The school will comply with all Test and Trace expectations
13. A rapid risk assessment will be carried out by Public Health England and the school will follow their advice regarding who needs to self isolate for 14 days
14. The Headteacher will take the lead in contacting Public Health England (Deputy Headteacher in her absence)
15. All communication to staff and parents regarding confirmed or suspected cases will be in line with guidance from Public Health England
16. If an outbreak occurs at school, advice will be sought from Public Health England. If the advice is not received immediately, the Head teacher will make the decision, in consultation with the Governing Body, if closing the school whilst waiting for advice is necessary.
17. Class teachers will keep a seating plan of their class including when in different rooms such as IT suite
18. Staff who work across bubbles will keep a timetable of where they work in a week
19. A record of siblings in other schools is kept so other HTs can be informed in case of a positive test
20. Action Plan written to prepare for a positive case in school. Plan shared with all staff

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
6. Ensure all staff have contact details for new First Response Hub
7. Weekly meetings with Early Help
8. Attendance registers will be taken. Attendance is expected by all children and the school will work closely with families to ensure this

Identify hazard

Extended exposure to sun and heat as guidance encourages being outside as much as possible

Control measures

1. Parents will be asked via Marvellous Me to apply sunscreen before children come to school
2. Children will be asked to bring sun hat and water bottle (labelled)
3. When outside, children will be reminded to take their hats and water bottles outside with them
4. Each designated area has access to shade
5. Windows will be kept open in bubble rooms
6. If it is too hot, or any child or staff member does not feel well in the sun, the bubble will return inside
7. PE and active lessons will take place at cooler times of the day
8. The air conditioned server room will not be used unless access is needed.
9. Fans can be used in rooms as long as ventilation maintained eg an open window
10. More guidance at www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm

Identify hazard

Plan B – school closure in event of local lockdown, bubbles needing to self-isolate or total lockdown

Control measures

1. We will use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
2. We will give access to high quality remote education resources
3. A parent survey has been sent home and collated to ensure our remote learning offer meets the needs of our children and families
4. ~~We will select the online tools that~~ Microsoft Teams will be consistently used across the school in order to allow interaction, assessment and feedback, and we will make sure staff are trained in their use
5. We will provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
6. We recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and therefore will work with families to deliver a broad and ambitious curriculum.
7. We have provided 14 laptops to vulnerable children and applied for grants for 8 more
8. We have a large home learning section with resources on website
9. Children's SEND needs will be considered when planning remote learning
10. Staff will be provided with additional time if needed to plan remote learning and teach in class
11. ~~School is investigating setting up a platform recommended and funded by DfE~~
12. Setting up high quality remote learning will be a key element to the school development plan
13. Oak Academy and White Rose on line lessons will be used as part of in school curriculum to ensure children are familiar with accessing them effectively at home
14. Children will be taught to navigate the school website and access remotes learning resources
15. See the school's Remote Learning Plan for more details

Identify hazard

Curriculum specific risks

Control measures

Music

1. Singing is considered a high risk activity and will only take place in groups of no more than 15 people
2. Singers will not face each other
3. Singing will take place outside where possible. **If inside, adequate ventilation will be in place in a large space such as the hall**
4. If a teacher is stood at the front of a group of singers facing them, there will be at least 3m gap between staff member and singers
5. Playing brass and woodwind instruments is considered high risk activity and this will not be carried out in the Autumn Term. **This will be reviewed in the Spring Term.**
6. The music room is timetabled so that only one bubble uses it each afternoon. The room will be cleaned at the end of the day
7. Children will be taught to wipe their instruments / beaters after use
8. Children will wash / sanitize their hands before and after the lesson

PE

1. No contact sports or games will be played
2. Equipment will be cleaned after use
3. PE will take place outside where possible
4. Liz Roberts will be coming in to school to teach classes and this is supported by the guidance
5. Liz Roberts will maintain good social distancing and hand washing / sanitizing as she will be working across bubbles and schools (see intervention guidelines)
6. **Y5 and Y6** children will be asked to come to school in PE kit on days they have PE to reduce the rooms needed for changing

Computing

1. The computer suite is timetabled to only be used by one bubble each afternoon and will be cleaned at the end of the day
2. Children will be taught to clean mouse and keyboard after use
3. Ideally, there will only be one child to each computer. Teachers need to plan for this. If not possible, children will be reminded to face the screen at all times and not each other.
4. Children will wash / sanitize hands before and after the lesson
5. Teachers / TAs will wipe any mice or keyboards after assisting a child

Science / Art / DT

1. If shared resources are used, these will be wiped and cleaned before being returned to the stock cupboard
2. Any items that cannot be wiped will be taken out of use eg chalk
3. Children will wash / sanitize hands before and after the lesson

Staff are encouraged to flag up any deficiencies in this risk assessment to Helen Frampton, Headteacher, in order for changes to be implemented and maintained.

Name of assessor	Signature of assessor	Date
Helen Frampton	<i>Helen Frampton</i>	16.07.2020

Manager's comments
<p>Checked by BCP Health and Safety Advisor, Rebecca Lowry – 20/07/2020 Approved by BCP Education Improvement Advisor, Judith O'Hare – 20/07/2020</p>

Name of manager	Signature of manager	Date
Headteacher: H Frampton	<i>Helen Frampton</i>	16.07.2020
H+S Governor: M Knight	<i>Michael Knight</i>	17.07.2020

Risk assessment reviews
To be reviewed every time new guidance issued