



## SOMERFORD PRIMARY SCHOOL COVID 19 RE-OPENING Risk Assessment

<b>Location / Site</b>	
SOMERFORD PRIMARY SCHOOL	
<b>Activity / Procedure</b>	
RE-OPENING OF SCHOOL TO ALL YEAR GROUPS	
<b>Assessment date</b>	
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 30/12/2020 – updated as school enters Tier 4 02/01/21 – updated following union action and advice 05/01/21 – updated as Lockdown begins 20/01/21 – updated as lateral flow testing of school staff begins	

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.

**When this document refers to Headteacher (HT), please note the DHT would take this role in her absence**

<b>Identify hazard</b>	
<b>Lack of social distancing in the classroom/ office areas</b> resulting in direct transmission of the virus	
<b>Control measures</b>	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>3. Remove excess furniture and resources to increase space. Classrooms will be clutter free to facilitate cleaning. All staff reminded and asked to clear any clutter accumulated in classrooms</li> <li>4. 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 other</li> <li>5. Charter reviewed and re-visited in January 2021 and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for deliberate non-compliance</li> <li>6. Resources and activities planned to reduce shared contact and individual learning</li> <li>7. Use of outdoor space encouraged– same charter for outdoors</li> <li>8. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</li> <li>9. Interactions carried out where possible from a distance</li> <li>10. 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.</li> <li>11. Children to use same desk each day (Year 1-6). Children can only move desks at end of a week</li> <li>12. Children stay in the classroom or designated outdoor area for majority of the day and not mix with other groups</li> <li>13. Children will have own desk and water bottles and packed lunch boxes will be kept with them at their desk</li> <li>14. 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 visiting</li> <li>15. Physical meetings will be avoided but if absolutely necessary they will take place with a minimum number of people, in large rooms and 2m distances will be maintained and adequate ventilation will be maintained</li> <li>16. All staff meetings and INSET sessions will be held online via Zoom or Teams</li> <li>17. Children will be in age group bubbles of no more than 15 during the partial school closure</li> <li>18. 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. In extremely cold weather, high level windows will be kept open and low level can be closed. When classroom is empty (break, lunch, PE etc), all windows and doors will be opened to allow a 'blast' of ventilation</li> </ol>	

19. 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. Children are allowed to wear warm sports kits as an alternative to uniform
20. 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.
21. 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.
22. Large group assemblies and other gatherings will not take place in person. Zoom or Teams will be used instead. In week 1 in January 2021, assemblies will focus on keeping ourselves safe at school
23. ~~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~~ No face to face assemblies will take place currently
24. Class bubbles will be kept apart and timetables have been adjusted to avoid crossing in corridors
25. Staff will predominantly work in only one class. Where moving between classes, additional protective measures in place (see appropriate section)
26. All staff will be offered a visor to wear when in class with children. Masks will be worn around the school and in shared areas still.
27. Staff reminded to adhere to social distancing when collecting tests

<b>Identify hazard</b>	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Only three children allowed to go to toilet at a time</li> <li>2. Designated sets of toilets to each bubble and these are clearly signed.</li> <li>3. Children taught to use only these toilets</li> <li>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 Woodford will use girls' toilets and Y4 will use boys'. Urinals will be closed off so only cubicles will be used.</li> <li>5. Hand sanitizer in classrooms and children encouraged to use after visiting toilet use as well as washing hands</li> <li>6. Extra Signs in toilet re washing hands</li> <li>7. Children taught how to wash hands properly through use of songs, posters and modelling</li> <li>8. Extra soap ordered to ensure we do not run out</li> <li>9. Children encouraged to go to the toilet at the start of break / lunch (staggered) so no need to return in to school</li> <li>10. Staff encouraged to only use toilet closest to them. Limited to two staff members in each toilet.</li> <li>11. Toilets will be cleaned mid morning and mid afternoon by Site Manager</li> <li>12. Staff and children will be reminded to close the lid of the toilet prior to flushing</li> <li>13. No personal possessions to be left in staff toilets</li> </ol>	

## 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 – **not early or late**
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. **Entrance to Children's Centre car park coned off during pick up and drop off times to avoid cars in areas where parents are dropping children off and collecting**
7. **Children delivered by minibus are dropped off at the edge of the car park and walk to the school gates and walk into breakfast club. At the end of the day mini bus children are delivered to the minibus by a member of school staff**
8. Instructions shared re social distancing between families in the morning with parents and children
9. **Parents will be asked to wear a face covering when dropping off and picking up and especially when talking to staff members. Any parent not wearing a mask will be challenged by senior staff**
10. Signage for parents and children displayed outside the gates
11. 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**
12. Staggered drop off and pick up times for different year groups
13. Staff will be asked to arrive before the children and maintain 2m gaps
14. Staff will be asked not to congregate in shared areas at start and end of day
15. School Transport has been reinstated for some pupils. A risk assessment has been received for this service
16. 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.
17. Any Y6 children who are 11 years old and travel on public transport must wear a face covering
18. 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
19. 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
20. 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

21. All staff and children to sanitize or wash hands on arrival

<b><u>Identify hazard</u></b>	
	<b>Lack of social distancing during breaktimes</b> resulting in direct transmission of the virus
<b><u>Control measures</u></b>	
	<ol style="list-style-type: none"> <li>1. Staggered playtimes and lunchtimes and allocated play area. These have been marked by grounds team and <del>tape</del> <b>cones</b></li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. The large play equipment can be used in line with separate risk assessment</li> <li>4. Games discussed which encourage social distancing – football passing, hoola hooping. Staff have been given a set of ideas from Youth Sport Trust</li> <li>5. Bubble staff will remain with group during break and cover each other</li> <li>6. Lunch supervisors given training on 9/7/2020 from DHT</li> <li>7. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>8. <b>Staff reminded to stay 2m apart from other staff. Staff not maintaining distance will be reminded by senior staff</b></li> <li>9. <b>Where possible, staff will be linked to the same bubbles of children throughout the week</b></li> <li>10. <b>Staff will wear masks on playground duty</b></li> </ol>



## 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 / **sanitize** 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~~ will wear a face covering as supporting children from across bubbles**
10. **Staff will maintain a 2m distance from each other**
11. **Breakfast Club will not run during the lockdown. The school will still provide breakfast to any child attending if necessary. This will be delivered to their bubble classrooms**

## Identify hazard

**Lack of social distancing when eating lunch** resulting in direct transmission of the virus

## Control measures

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. During the lockdown partial closure, Bubbles A and B will eat in small hall at staggered times. Bubbles C and D will eat at either end of main hall at same time
5. Year groups will have allocated tables and children will not be able to move tables
6. When children line up to collect their lunch, social distancing will be maintained
7. Cutlery and trays will be handed to children
8. Cups and jugs will be placed on each table and washed in the dishwasher after each year group
9. The self serve food area will be closed
10. Children with a packed lunch will keep it with them at their desk.
11. Children will be asked to wash their hands after eating lunch
12. Staff will be encouraged to eat their lunch in their empty classroom
13. They will be asked to bring own mug, glass and cutlery to school and take it home to wash.  
Staff reminded about this in January 2021
14. Office based staff will be encouraged asked to eat lunch in their own office
15. 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. Each year group has been allocated its own staff area. Staff will only be allowed to use that staff area. Staff are expected to socially distance when in the staff room and clean any areas used after use eg microwave handle, hot water tap  
YR Goslings A  
Y1 Goslings B  
Y2 Parallel 1 A  
Y3 Parallel 1 B  
Y4 Old 2SB  
Y5 Main staffroom A  
Woodford Main staffroom B  
Y6 Hearing room
16. Seats and tables in staff rooms have been placed 2m apart and positions marked with tape
17. Staff will wear face coverings in staff areas unless eating and drinking
18. Staff are reminded to take a good break and ensure they maintain hydration
19. Insulated cups with lids are allowed inside school but not on the playgrounds
20. Year group bubbles will be provided with a kettle. Kettle only to be used when no children in classroom. It must be emptied after use and kept in a cupboard out of reach of children.
21. Risk assessment received from HC3S (catering company)

<b>Identify hazard</b>	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door <b>in downstairs classrooms</b></li> <li>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</li> <li>3. Any movement around school will be staggered</li> <li>4. Messages to office and kitchen will be via phones and walkie-talkies</li> <li>5. Shared areas such as library and IT suite are timetabled and cleaned in between class usage</li> <li>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</li> <li>7. Tape will be placed down the middle of corridors to encourage walking on the left</li> <li>8. Office staff will limit their movement around school and use phone and email wherever possible</li> <li>9. Children will not be sent on messages and will not move around the school unsupervised</li> <li>10. Doors must not be held open for people. This will be taught to children as is a change from our normal school practice</li> <li>11. SLT and Pastoral Care staff are visible around school to support social distancing</li> <li>12. Staff <del>may choose to</del> <b>will</b> 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</li> <li><b>13. Staff will only move around school if absolutely necessary and will use phone, walkie talkie or email instead where possible</b></li> </ol>	

<b>Identify hazard</b>	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Resources washed in antibacterial cleaner or wiped with anti bac wipes each night by bubble staff and left to dry</li> <li>2. Tables and other surfaces cleaned every night with antibacterial cleaner by cleaning team</li> <li>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.</li> <li>4. Personalised resources on tables in labelled zip lock bags (Y1-6)</li> <li>5. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>6. Outdoor resources restricted each day and outdoor area separated between classes (physical barrier so no mixing)</li> <li>7. Children asked to wash hands after using bikes and trikes and handles wiped after use</li> <li>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</li> <li>9. There will be no ‘Show and Tell’</li> <li>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. <del>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</del> <b>Classteachers will lock them in classroom safe and hand bag back to child at end of day</b></li> <li>11. Post to the school will be reduced by asking for communication by email where possible</li> <li>12. When dealing with post, staff will wear gloves and wash hands or sanitize afterwards</li> <li>13. Delivered items will be left where possible – paper for 4 days and cardboard for 24 hours</li> <li>14. Larger orders will be made where possible to avoid the frequency and number of deliveries needed</li> <li>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</li> <li>16. Only one person will enter a stock cupboard at a time</li> <li>17. <b>Staff will wear a face covering when using areas such as the photocopier and stock cupboards</b></li> </ol>	

<b><u>Identify hazard</u></b>	
<b>Emotional distress of the children</b>	
<b><u>Control measures</u></b>	
<ol style="list-style-type: none"> <li>1. Children will be given chance to discuss their experiences and concerns</li> <li>2. 2 metre social distancing ELSA provision available for children who are distressed</li> <li>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</li> <li>4. Comfort given from a distance – at adult height and hand gel used after if needed</li> <li>5. Social Stories have been created for and shared with children who need them</li> <li>6. Transition books have been shared with all vulnerable children</li> <li>7. Individual risk assessments have been written for key children</li> <li>8. Safe places have been set up as part of this risk assessment</li> <li>9. Worry boxes <del>to be</del> <b>are</b> set up in all classrooms</li> <li>10. Pastoral Care Lead available at play and lunch times for children to talk to</li> <li>11. Counselling, ELSA and therapy <del>will start again</del> <b>continuing</b></li> <li>12. Educational Psychology team available for bereavement advice</li> <li>13. Resources to support children have been shared with teachers</li> <li>14. <b>Week 1 assemblies in January 2021 will focus on being safe at school</b></li> </ol>	

<b><u>Identify hazard</u></b>	
<b>Emotional distress of the staff – including anxiety and managing workload</b>	
<b><u>Control measures</u></b>	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Phone calls and virtual coaching for any staff who requests it</li> <li>3. Staff e- mails – to discuss concerns and shared control measures</li> <li>4. Sharing of support helplines</li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Staff meeting and briefing kept to a minimum, with weekly e-mailed briefing to ensure communication</li> <li>7. Staff are signposted to the LA counselling service and NHS and BCP Council websites for links to further support</li> <li>8. Staggered staff have been planned to ensure length of school day not increased</li> <li>9. PPA time maintained for staff. Staff encouraged to take this at home</li> <li>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</li> <li>11. There is no expectation to provide remote learning whilst class teaching. Additional time will be provided for this if necessary</li> <li>12. Additional support will be provided for new teacher in Y1 and Y6 and ITT students in school</li> <li>13. INSET days used to support wider opening</li> <li>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</li> <li>15. <del>Face to face staff meetings will recommence where necessary</del></li> <li>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</li> <li>17. Staff may choose to will wear a face covering in communal areas, staff meetings and corridors.</li> <li>18. Headteacher will offer a weekly open Zoom meeting to allow staff to ask questions, share concerns and offer suggestions</li> <li>19. Staff offered opportunity to take part in home testing twice a week. While this is optional, all staff are encouraged to take part</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>	
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Individual risk assessments for children with behaviour difficulties – who might need restraint and display spitting, biting etc.</li> <li>2. PPE purchased. Staff provided with guidance and training on how to don and doff correctly. Records will be kept of training</li> <li>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.</li> <li>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</li> <li>5. Staff will be encouraged to wear a visor if the child they are supporting spits eg during a Speech and Language intervention</li> <li>6. A Behaviour Policy addendum has been written and shared with parents. Shared with children on first day</li> <li>7. Fixed term exclusions will be used if necessary but as a last resort</li> <li>8. PPA will be taken in the mornings and covered by TAs in the year group to reduce the need for staff to work across year group bubbles</li> <li>9. For 1:1 interventions: <ul style="list-style-type: none"> <li>*Staff wash hands before and after working with a pupil</li> <li>*A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>*All equipment needed for the child is set up in the space before the start of the session</li> <li>*Staff go to the child’s classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>*The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>*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</li> <li>*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</li> <li>*Children will wash their hands before and after an intervention session</li> </ul> </li> <li>10. For small group interventions: <ul style="list-style-type: none"> <li>*Each small group receiving support is drawn from one year group only.</li> <li>*Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</li> <li>*Pupils will bring all equipment they require with them to the intervention area.</li> <li>*The area will be cleaned at the end of a session by the lead adult, before pupils from another bubble use the area.</li> <li>*Staff will wash their hands between each group.</li> <li>*We will limit the year groups staff work with where possible</li> <li>*Children will wash their hands before and after an intervention session</li> </ul> </li> </ol>	

## 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. Visitors will be limited to after 3.45 unless deemed urgent whilst in Tier 4. Advice will be taken from LA if needed
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
27. Staff reminded to maintain good hand hygiene even after reporting negative test result



<b><u>Identify hazard</u></b>	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	
<ol style="list-style-type: none"> <li>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</li> <li>2. Cleaning company risk assessment in place</li> <li>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</li> <li>4. Anti bac wipes have been checked with cleaning company to ensure they are appropriate</li> <li>5. School has been deep cleaned prior to reopening</li> <li>6. Staff toilets cleaned mid morning and mid afternoon by Site Manager</li> <li>7. Offices will have anti bac wipes for computer keyboard, phone etc</li> <li>8. Offices will be cleaned each day</li> <li>9. HT will inform cleaning company which rooms and areas used each day</li> <li>10. Regular stock take of soap, tissues, wipes and hand sanitizer. Reordering happens before stocks are low by the Finance Officer</li> <li>11. Cleaning will be carried out with detergent and bleach</li> <li>12. Additional cleaning will take place during day by Site Team</li> <li>13. All rooms provided with tissues, antibacterial spray and wipes. Stock kept in Finance Office</li> <li>14. In the event of any confirmed or suspected cases – cleaning company will be informed and will carry out additional cleaning (including fogging) where necessary</li> <li>15. Additional hour of cleaning by cleaning company midday to focus on touch points</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of illness of vulnerable staff and family members and children through direct and indirect transmission of the virus</b>	
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Shielding ended on 1<sup>st</sup> August 2020 and restarted for only the most extremely clinically vulnerable on 6<sup>th</sup> November 2020. As the school is in Tier 4, ECV staff and pupils are advised to work from home</li> <li>2. Individual risk assessment undertaken with all staff who were previously considered vulnerable and feel they would benefit from additional protective factors</li> <li>3. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute</li> <li>4. Individual risk assessment written for the one BAME member of staff</li> <li>5. Teachers made aware of the BAME children in their class</li> <li>6. Risk assessments carried out for all children with EHCPs</li> <li>7. Children should not attend if they have symptoms or are self isolating due to symptoms in household</li> <li>8. Children and those in their household are encouraged to test if they are symptomatic</li> <li>9. Parents, staff and visitors given clear messaging about not to attend with any symptoms</li> <li>10. Webinars from PHE sent to staff</li> <li>11. PHE weekly risk rate is currently low. These figures are sent to staff weekly. School is currently in Tier 4</li> <li>12. Risk assessment will be written for returning staff member still breastfeeding</li> <li>13. Staff offered opportunity to take part in twice weekly home testing. The tests are only for use by staff members</li> </ol>	

## 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 **and when carrying out any additional cleaning**
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.
15. **During lockdown additional flushing of unused areas undertaken**

## 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. During the lockdown partial closure it is not possible to always have a paediatric first aider on the rota. Staff from Little Explorers will undertake this role on those days
3. Children's Health Care Plans will be shared with group teacher by SENCo
4. Epi pens / inhalers will be stored in locked cupboard in group room
5. 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
6. 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
7. Medical information provided to all bubble staff
8. 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
9. Sensory ~~room~~ equipment will be cleaned in between use
10. 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
12. Some education unions are advising staff not to come in to work as they feel schools are not safe. If staff choose to follow this advice, unions are advising staff can work from home or support children of critical workers or vulnerable children. Initially staff not attending will be covered by other school staff or supply agency staff. The HT, in consultation with the Governing Body, will undertake a daily risk assessment to ascertain if the staffing levels are safe to open. If staff levels are a risk, the HT and Chair of Governors will contact the LA for advice.
13. Staff offered opportunity to take part in twice weekly home testing. If a positive result received, staff member informs HT immediately by phone and HT arranges staffing in school as above

## Identify hazard

### Risk of child or adult showing symptoms in school

## Control measures

1. Person will be moved to the spare room in Y3 office 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 has been 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- 10 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
21. If a member of staff displays symptoms of COVID 19, they must book a PCR test and not use a LFT home test kit

## 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
9. Home visits (doorstep only) will be undertaken where contact has not been made with vulnerable children or families
10. If a bubble has to close or a child has to self isolate, the BCP vulnerable child list will be checked. If the child is on the list, BCP will be informed. BCP update the list fortnightly
11. During the lockdown partial school closure, vulnerable children invited in to school.
12. Safeguarding covid response document used to ensure contact with all children at least weekly

### **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](http://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

### **Identify hazard**

**Extended exposure to cold as guidance encourages windows and doors being open as much as possible**

### **Control measures**

1. Parents will be asked via Marvellous Me to add additional layers under school uniform before children come to school
2. Children can wear warm sports kit instead of uniform
3. Children will be asked to bring coat
4. When outside, children will be reminded to take their coats outside with them
5. Children and staff can wear coats in the classroom if it supports their ability to learn
6. If too cold, top windows only will be kept open and outside doors closed
7. When room is empty (play time, lunch, lessons in other rooms), all windows and doors will be opened to allow a 'blast' of ventilation to change the air in the room
8. School is purchasing school fleeces for staff
9. Heating will be kept on at all times
10. Children sat near windows will be rotated each week
11. Tables and chairs will be moved away from open windows where possible whilst maintaining distancing



## 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 22 laptops available to vulnerable children and applied for grants for 8 more. We have identified which children need to be provided with a device in case of a lockdown or need to isolate
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
16. The school needs to maintain focus on staff workload and on work life balance. Therefore, staff providing online learning will not be asked to provide face to face learning for pupils in school.
17. If whole school closes on Governor, LA or DfE advice, teachers will work from home alternate weeks providing remote learning and TAs will run the critical worker / vulnerable child provision in school supported by teachers. SLT will be in school supporting face to face provision.
18. Office staff would work from home mainly but be in school on a rota basis if needed

## 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 – as the school is in Tier 4, this will continue to be avoided and will be reviewed in Summer 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. **Woodford use the room in the morning and it is cleaned after their use**
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

## **Identify hazard**

### **Staff testing**

Testing not carried out correctly, staff not reporting results correctly, lack of distancing when collecting test, not continuing to follow RA if negative, incidents not reported

### **Control measures**

1. Tests stored in HT office and locked away
2. HT / DHT distributes tests to staff from HT office on set days
3. Staff sign the Test Distribution Log when collecting a test and record the lot number. Staff bring their own pen to sign the log
4. Staff are reminded to wear a mask and observe social distancing when collecting and distributing tests
5. Tests are taken home to be completed
6. Staff are provided with a set of updated guidance (no picture on front) when collecting a test.
7. Staff training provided in advance with links to a How To Guide, Instructions for Use and a You Tube video which shows how to carry out the test and report results
8. Staff testing schedule shared with all staff which details days to test for different staff
9. Staff report results to school via MS Forms and spreadsheet automatically created
10. HT (DHT in her absence) checks all results in and contacts staff before start of school if no test result received
11. Staff reminded that they still need to adhere to full RA even with a negative result
12. Positive test results reported to HT immediately via phone
13. Positive test result on Sunday eve – ensure sufficient staff to cover group in school. NFA for T&T as last contact with staff and pupils would be more than 48 hrs prior.
14. Positive test result midweek – bubble asked not to attend whilst T&T takes place (contact for 2 days prior)
15. If a clinical incident occurs while testing eg nosebleed, allergic reaction, staff asked to report as a yellow card (details will be given)
16. If non clinical incident occurs eg test not complete, staff member informs school and HT/DHT reports to DfE helpline
17. HT (DHT in her absence) maintains control of stock levels and reorders as necessary

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 H+S Governor: M Knight	<i>Helen Frampton</i> <i>Michael Knight</i>	16.07.2020 17.07.2020

Risk assessment reviews
To be reviewed every time new guidance issued