

September Full Opening and Return to School: Risk Assessment

Government guidance states for schools states:

- It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.
- We are asking schools to prepare for all pupils to return full-time from the start of the autumn term. Schools should not put in place rotas.
- This guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE)
- The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running and we are clear about the measures that need to be in place to create safer environments within schools.
- Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.
- While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

Protective Measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

For the risk to be lowered, contacts should be reduced which will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

[Click Here](#) to see the Public Health England Flow chart for the management of suspected or conformed cases of Covid 19 in school.

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings: Updated 28/08.20

Identify hazard

Lack of social distancing in the classroom resulting in direct transmission of the virus

Control measures

KEY STAGE 2 Classes

1. Pupils and staff will remain in constant bubbles. The Headteacher and PPA teacher will be able to enter the bubble to cover lunch duty/teach P.E., however these interactions will be for shorter periods of time/outside where possible.
2. Children and staff will **maintain 2 metre distance from each other** wherever possible. The class teacher will stand/sit at the front of the classroom for the teaching.
3. **Teaching Assistants** will sit to the side of children or behind. When teaching a smaller group from within the bubble, children will move to a larger teaching space (hall/outside) with the same physical arrangement as the classroom.
4. In **all classrooms** where possible adults **should avoid close face to face contact and minimise time spent within 1 metre of anyone**. It is preferable to stand to the side or behind children when supporting them individually.
5. In Oak and Beech class, distancing **should include seating pupils side by side and facing forwards, rather than face to face or side on**. Classrooms have been arranged to all face in 1 direction with as much physical space between rows as possible.
6. Children will keep to their desks when in the room and movement around the space will be minimal.
7. Lessons will be shorter (45 minutes) to allow for physical breaks – using doors with direct external access.
8. Images of classroom/guidance to changes made into a short film to share with families prior to return to school on the website.
9. Brilliant Behaviour charter created for and with the children, but to include aspects related to Covid – eg: how to line up, use of toilet, moving around the classroom etc. Sent home to be signed with families and then displayed and referred to within the classroom.
10. Charter re-visited and modelled during the day and linked to school behaviour system.
11. Lessons planned for individual work, any group learning to be achieved either outside or in larger hall space with children distanced (eg: book talk in guided reading)
12. Feedback – using large whiteboard and interactive whiteboard for whole class feedback.
13. During lesson support/guidance provided side by side or behind a pupil for short periods of time.
14. **Children to use same desk each day** and a seating plan to be kept in case of any child testing positive for COVID and considered close contact.
15. **Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group**. The children are in 3 bubbles (classes). Beech and Oak Class will have break at the same time, but will be separated on the field/playground as far as possible.
16. **It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials**: they may bring their water bottle, lunch bag and book bag. These

will be stored individually rather than in a collective box/tray. Water bottles can be stored on children's desks.

17. For individual and very frequently used equipment, such as pencils and pens, children will be provided with a kit which will be stored at the side of their table. This will help to reduce movement around the classroom. Books/other resources will be placed on desks at the start of the morning/afternoon sessions.
18. Classroom to be well ventilated throughout the day with windows open and where possible the outside door to the classroom. Teachers should open the external classroom door at regular points throughout the day (before/after school and play/lunch times).

Key Stage One Pupils

It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing.

These control measures are to encourage space between children where possible.

19. Pupils and staff within Key Stage One will remain constant. The Headteacher and PPA teacher will be able to enter the bubble to cover lunch duty/teach P.E., however these interactions will be for shorter periods of time/outside where possible.
20. Images of classroom/guidance to changes made into a short film to share with families prior to return to school on the website.
21. Staff should try to stay at adult height where possible and if at child height should be at the side of children to avoid close face to face contact and minimise time spent within 1 metre of anyone.
22. Brilliant Behaviour charter created for and with the children, but to include aspects related to Covid – eg: how to line up, use of toilet. Sent home to be signed with families and then displayed and referred to within the classroom.
23. Charter re-visited and modelled many times a day and linked to school behaviour system.
24. Classroom based resources, can be used, and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Spray and disposable cloths are provided in each classroom for cleaning tables prior to lunch Disinfectant can be used on resources during the day, when the classroom is empty of children. Children encouraged to wash hands regularly and avoid touching mouths/face to help prevent transmission. Part of planned teaching.
25. Classroom to be well ventilated throughout the day with windows open and where possible the outside door to the classroom. Teachers should open the external classroom door at regular points throughout the day (before/after school and play/lunch times).
26. Bags to be hung in cloakroom and lunch bag under bench.
27. Water bottles in Willow Class to be stored under coat peg, rather than in tray in classroom, children can easily access the water bottles. Year 2 children may have water bottles on their table.
28. If a child wets themselves, clothes provided and a bag for wet items: staff should not assist in this where possible. If a child soils themselves, parents called to assist - face mask worn.

<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. Each Year Group allocated their own toilet block to use. Children in Oak/Beech to use the toilets next to Beech Class: one block each. Within the toilet block, 1 toilet assigned to each Year group. Children in Year 2 to have half of the Key Stage cloak room. Children in YR/1 to have 1 toilet for each year group. 2. Only one child allowed to go to the toilet block at once in Key Stage 2. In Key Stage 1, both toilets may be used in each block. 3. Cloakroom by Staff Room is for staff use. If a child is ill, this cloakroom will not be used. 4. Signs in toilet re washing hands – all handwashing should be taught and re-taught regularly. The younger children will need monitoring to ensure this happens. 5. Soap stocks checked and ordered to ensure we have stock. 6. Toilets checked at playtime and lunchtime by classroom staff. Any issues reported to TS/MH who can ask AB to manage. 7. At 12.30 – prior to returning to support in class: check all blocks and spray and clean toilet seats/door handles/taps. PPE worn. 8. Adult toilets to be checked by staff and spray and paper towels available to wipe seats/taps before and after use. 	

<u>Identify hazard</u>	
Lack of social distancing entering/leaving school and visitors to school resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. ALL COMMUNICATED IN JULY AND ON SCHOOL WEBSITE 2. Staggered start and finish for KS1/2/SIBLINGS 3. Parents to arrive /collect at specific intervals through either the main gate and front door or class doors /side gate and class doors. Timings provided to parents before their return date. 4. Only Key Stage One parents allowed onto playground (not sufficient space on pavement for safe drop off and collection) 5. Parents asked to socially distance – only go into drop off zone at their allotted time and leave promptly. TS to oversee and remind parents. 6. Teachers manage the arrival of children through gate. Zones for lining up marked on ground. 7. Gates to be opened with cones to demark areas for waiting/dropping off. 8. If families arrive after their slot they will be asked to wait until 8.35am. 9. NO parents to come onto school property unless: administering necessary medicine, collecting a child for an appointment or returning a child from an appointment or collecting a child who is ill. 10. Appointments to speak with teachers will be over the phone/Zoom calls. 11. Staff can speak outside to parents after school, but will be brief and a distanced. 	

12. Communication can be made using a home link book if necessary.
13. Appointments which are required to be face to face with ANY visitor, will be conducted in a well ventilated and spaced room (empty classroom / Library / Head's Office) Face coverings should be worn by both visitors and staff in these situations. Details to be kept of any visitors to school for track and trace.

<u>Identify hazard</u>	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. Staggered playtimes with KS1 /2 bubbles separated. KS2 bubble separated on field /playground – use of cones for playground /goal posts for field. 2. Playtime equipment which can be easily cleaned and in separate trugs for each class. 3. Games discussed which encourage social distancing – football passing, catch etc 4. Staff supervision throughout – actively supporting/modelling games which can be played. 5. Where 2 staff on duty – they must be vigilant and responsible for separate areas of field / playground. 6. Wet Play: KS1 in classroom. KS2: Beech in Classroom with both doors open for visibility. Oak Class in Hall and use table places they would use at lunch. 7. When possible on Wet Play days – take opportunity when dry for children to have outdoor activity. 8. Fixed outdoor play equipment on playground and field used on a class by class on weekly rota basis: sign on Staff noticeboard. 	

<u>Identify hazard</u>	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Separate lunch playtimes. 2. ALL children in Willow and Beech to eat in their classrooms: supervised by Headteacher / Teaching Assistant. 3. Oak Class to sit facing in one direction in Hall. 4 children per table maximum. Same space each day and same partner as in classroom. Tables spaced. Chairs rather than benches. 4. Hot lunches will be plated up and all items placed on a tray for each child to collect from table at classroom door: 1 at a time. Table will be doubled in depth to ensure distancing from Chartwells staff. Children in Hall will collect from a table in front of serving table. 5. Children return tray and empty plate/cutlery into bowl. 6. Tables wiped before and after eating in every room. 7. Children only move when asked. 	

8. Children in Willow Class start to prepare to go outside at 12.25.
9. Children in Key Stage 2 remain in classroom / hall until 12.30. If they finish prior to this time they may read in their space / watch Newsround or talk quietly. The children will be served from Youngest to Oldest.
10. The rooms will all be encouraged to eat very quietly.
11. Key Stage 2 children will enter their lunch space at 11. 55.
12. Oak Class will enter from the outside classroom door, collect their lunch bag, and then stand in their dining space. Once hand gel has been provided, they may sit down. If it is clear they need to wash their hands due to mud, they should be sent 1 at a time to wash their hands in the art area sink.
13. Beech Class will enter from the side door, collect their lunch bag/ hang up coat on the way to their place. They should stand up until hand gel has been administered. If it is clear they will need to wash their hands due to mud they can be sent 1 at a time to use the classroom sink.
14. Year 2 will leave their space at 11.30 and will not return into the space until the end of the day. They should leave their lunch boxes/water bottles under the cloakroom bench. The door between the cloakroom and classroom should be closed.
15. Willow Class children will wash their hands prior to lunch and use hand gel once in their spaces. They will also stand until hand gel has been administered.

Identify hazard

Lack of social distancing passing spaces/ hall resulting in direct transmission of the virus

Control measures

1. Children staying in their classroom and accessing outside from classroom door.
2. One child going to toilet at one time
3. Registers to be placed outside the classroom spaces – tray. To be collected by MH at 8.40am.
4. Staff to role model how to pass each other/ talk with each other at all times: distancing between adults is vital.
5. **NO child to visit any other classroom – sent on a message – visit office or photocopier** (emergency: red card with class name on sent to office with sensible child)
6. One child to use designated toilet at a time to ensure only one child in the hall at a time.
7. Cloakroom limited to 1 or 2 children at a time. Coats/bags at the end of the day are collected with sufficient time to ensure the pick up times are adhered to.
8. HALL is being used by: Oak Class for Lunch. Any class, 1 at a time for P.E. (dance/yoga). When children need to be taught in a small group in Oak or Beech Class, ensure the table and chairs are wiped after use and the tables are set facing in 1 direction.

<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. Children in KS2 to have packs of stationary labelled with their name on with any resources needed in them in ziplock wallets in place. 2. Tables cleaned before lunch – stationary moved to a hook at side of table: Beech Class 3. KS2 lessons planned so resources are individual – cleaned after use if shared 4. Resources on tables ready for lesson and not distributed within the lesson 5. Resources/books left on the tables for adults to collect after children have left the classroom. Adults wash hands after touching books. 6. Verbal feedback is given wherever possible. If books marked, teachers to wash hands before and after touching books. 7. Children encouraged to wash hands / use hand gel before lessons and after each lesson 8. Soft toys and furnishings which cannot be wiped have been removed. 9. Playdough provided in named boxes. 10. Art equipment should be wiped down after use. 11. Reading books can be taken and shared, but good hand hygiene to be encouraged. 12. Book corners and library are available/ KS2 children should remain with their seating partner and either use small groups or space children out/ use outside area of library. 13. Outdoor play equipment to be used on a weekly rota. 14. Pedal bins placed centrally in each room. Children to be taught how to use them. 15. Children have tissues on desks in KS2 and at various points in classroom in Key Stage 1. 16. Ipads and laptops: on rota system. Wiped before and after use. Left overnight for next class to use. 	

<u>Identify hazard</u>			
Emotional distress of the children and continued missed education.			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Children have been able to visit school prior to July finish to reconnect with their teacher. 2. Children have all been sent transition letters from their class teacher/s. 3. A film showing the new classroom layouts will be online and an email sent to all parents. 4. Children in YR are not returning in the first week so that our focus is on existing children. 5. Children who may need extra support are having pre return to school visits to familiarise themselves with the school/classroom/staff. 6. Parents have all had communication regarding the plans for September. 7. Some children will/may be part time initially to support their needs. 8. Initial focus will be on reconnecting and welcoming new children/staff. 9. PSHCE planning for all classes this term will focus on feelings. 10. Every class to have a 'worry' box in the classroom – for children who struggle to 			

communicate, express feelings.

11. Acknowledgement from all staff that every child will have had different experiences over past 6 months – no right or wrong way to feel.
12. Opportunities built into the day/ week to discuss any worries/experiences where appropriate and opportunity to enjoy friendships they may have missed.
13. All children will be told of the activity they will start the next day with. Visual timetables in all classes and the 'certainties' mapped to support anxious children.
14. Transition item / activity for children to bring to school and share and discuss for any children where this is appropriate.
15. Use of positive language in school.
16. Children not to be 'berated' for forgetting any new rules – kindly reminded.
17. Lots of praise for children for being considerate about every body's safety.
18. Use of are we safe/ready and responsible to learn used in each classroom.
19. If children have to self- isolate due to a family member contracting COVID – learning will be supplied for the 14 day time period. This will be a blend of online and physical learning.
20. Staff will contact the children using the Class email so that they continue to feel connected to school.
21. Learning will be expected to be completed and shared via email/Google Classrooms for staff to see and comment on/provide simple feedback.
22. On their return from isolating children will be observed carefully and given 'time to talk' to ensure they are managing any feelings of worry.

Identify hazard

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

Control measures

1. Hand gel dispenser inside all classrooms: teacher to have and distribute.
2. Hand gel to be used at start of every day and when washing hands not possible.
3. Extra hand gel ordered.
4. Children to have tissues on desk / around classroom space.
5. Children handwash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters in all washing areas
7. Reminders how to wash hands properly – videos and posters
8. Children to have their own water bottle which is not in a shared location– if they haven't got one, they use a deposable cup which we can write their name on for the day and a water jug to be kept in the classroom. Parents reminded of need for water bottle if this happens on more than 1 occasion.
9. Bottle to go home, washed by family and returned.
10. Sneezing should be into a tissue or the crook of the arm.

<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 2. Cleaning materials checked and more ordered – disposable paper cloth roll for each class. 3. PPE (apron, gloves will be worn by cleaning staff – masks) 4. Disinfect items used by more than one child every day in Reception 5. Soft furnishings and soft / cloth toys have been removed from use in classrooms 6. Staff to wipe down surfaces commonly touched throughout the day: bottle of spray and disposable cloth. 7. Toilets checked at play/lunch and reported to Head if there is an issue – cloakrooms surfaces cleaned at 11.30 each day.

<u>Identify hazard</u>
Risk of virus transmission due to a positive case of COVID in the school
Existing level of risk
<ol style="list-style-type: none"> 1. If any parent / child or member of staff are displaying symptoms they MUST <u>book a test</u> .if Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 2. Parents/staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. 3. Parents /Staff must self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) 4. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school/work. 5. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of the household must continue to isolate for 14 days. 6. The school will contact the local health protection team if they are made aware of a positive COVID test result. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. 7. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 8. The health protection team will support the school in understanding who may be at risk and is considered close contact. 9. If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak and we will continue to

work with their local health protection team who will be able to advise if additional action is required.

10. If a child in school is suspected of showing ANY symptoms:

- PPE MUST be worn staff who require it: gloves/aprons/ masks/visors
- If a child is awaiting collection, they should be moved, to outside the front of school if dry (under canopy) or to the outer entrance space, with the door closed to school but open to carpark. Any visitors will be asked to use the side gate and will be met by a member of staff, using either the staff room /head's door to enter the main part of school. No adults other than the supervising adults should be in the vicinity of the ill child.
- The supervising adult should try and stay at a 2 metre distance. When their parent arrives, the parent should NOT enter the building. Coats/Water bottle/bags can be brought into the hall and collected by the supervising adult.
- If they need to go to the bathroom while waiting to be collected, they should use the cloakroom at the front of school. This must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
- In Key Stage 1 it may be necessary to spray / clean with disinfectant any shared resources the child may have been playing with / put away resources and provide new items so they can be washed at the end of the day.