



Full return to school

September 2020

Risk Assessment for Parents

What are the hazards?	Who might be harmed and how?	What are we doing already?	What further action do we need to take?	Who?	When?	Action Outcome
Safeguarding						
PUPIL SAFETY Social, emotional & physical well being	Pupils Mental health	Details of Designated Safeguarding Leads were given to relevant agencies - MASH, EHA, East Team, local area teams, Safeguarding Education Manager	List of Designated safeguarding leads needs to be updated and circulated to staff. Have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance .	CL CL SLT	ASAP	
Social, emotional & physical well being	All pupils Mental Health	Online reporting system accessible to all staff from home and work - concerns logged, actioned by relevant staff members.	Time for children to share experiences Focus on PSHE Education Staff training from CAMHs	Staff CAMH	Sept 13.7.20	Training completed
Social, emotional & physical well being	EHCP pupils	RA for individual children to be completed Access to learning via TEAMS or paper content	Updated risk assessments, considering changed procedures, following discussion with parents. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer immediate access to remote education and monitor engagement. Absence in these cases will not be penalised.	SB	Sept	
Spread of virus through inappropriate behaviours.	All	Some children are already in school with risk assessments.	Modify behaviour policy to include adherence to new procedures for hand hygiene, social distancing and respiratory hygiene. Identification and risk assessments for pupils who may find new regulations a challenge.	HTs	August	
Non-Attendance	Pupils	Staff emails and calls. Family worker involvement.	Some parents/children may need more reassurance from staff about the measures that are in place. Continue monitoring procedures with office staff following up non-attendance. Involvement of CT, FW, SLT, EWO.	Office FW HTs	Ongoing	

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Health and safety Premises						
WATER SAFETY	All	Water fountains are sealed off.	Parents encouraged to send in water bottle	Parents	Ongoing	
FIRE SAFETY Fire systems in light of partial closures Fire door mechanisms to check Alarm system	All Risk if faults are in the system	Fire safety checks have been undertaken during the period of partial opening Some children have been walked through new muster points.	Continue with this Visually check all Fire Extinguishers Make new Fire Drill procedures New Muster points Fire Practice - children to walk through entering the playground with their Ts, who will remain with the children, the children will no longer huddle round the T they will form a spaced-out huddle around their T. Once all year groups have walked through what is required, a practice at a set time will take place. No alarms initially.	CB All staff	End of August 2 nd & 3 rd weeks in September	
VENTILATION	All Transmission of the virus	Inside classroom doors remain open at present and windows are open to maintain an air flow.	Continue present practices as long as weather conditions allow. Doors from classrooms into corridors will remain open.	All staff	Ongoing	
CLEANING Classrooms- general	All Transmission of the virus	Deep cleaning has taken place as each new classroom has been opened during partial closure	Continue to order cleaning materials in good time to ensure there is enough stock in school. Chase materials where invoice states 'to follow'. Ensure surfaces are sprayed regularly Tables wiped down before and after eating	CB Office	Ongoing	
Classroom -specific	Transmission of the virus	Continue to ensure classrooms are fully stocked with readily	Ongoing. Ensure monitoring procedures are in place. Each classroom to have a first aid kit.	T & TA HTs	Ongoing	

		available tissues, surface cleaner, cloths, gloves, masks at a safe height.				
CLEANING MATERIALS	All Transmission of the virus	Initial audit done and cleaning materials acquired	Maintain a good supply.	MB SB HS	Last week in July	
CLEANING (Toilets)	All Transmission of the virus	Continue to ensure all toilets are fully stocked with liquid soap and paper towels - to be regularly checked throughout the day Toilets, surfaces and door handles cleaned/disinfected by cleaning staff after lunch. Current 'cone' system for entering toilets will stop.	Ongoing. Ensure monitoring procedures are in place. Mid-morning cleaning to continue. Current system of one person in a toilet area at a time is likely to cause queues during full opening. The main door will remain wedged back to avoid touching of the handle. Posters will continue to reinforce good handwashing techniques and hygiene practices. Specific toilets to be allocated to Year groups and clearly labelled on the doors. Ts to talk to children about which toilet they must use.	CB SM MB Cleaning staff	Ongoing	
Health and safety - Personal						
HAND WASHING	All Transmission of the virus	Adults and children to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	To continue with these procedures. On entering school, before and after breaktime, before and after eating, before leaving school, after sneezing/coughing etc PSHE lessons in September to reinforce these messages. Posters, social stories etc to reinforce message.	All	Sept	

SOCIAL DISTANCING	All Transmission of the virus	Adults and children constantly reminded of distancing when moving around the school and in class	Adults to keep their distance from each other Avoid prolonged periods of contact Year groups to be timetabled re movement eg playtimes, lunchtimes Adults to escort large groups of children around the school Seating to be forward facing	All	Sept	
RESPIRATORY HYGIENE	All Transmission of the virus	Taught to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available. Posters, rhymes, social stories used to reinforce.	Continue these procedures. Teach children that if they are going to sneeze before they can get a tissue then to sneeze in the crook of their arm not into their hand. PSHE lessons in September to reinforce these messages. Deliberately sneezing, coughing or spitting in someone's face will be a breach of school behaviour policy and will need reporting to CT and HTs.	All staff	Sept	
INJURIES	Injury to child that can affect their physical wellbeing.	1 st Aid kits in class taken out at play. Minor injuries attended to by bubble staff Any injuries of a significant nature, a 1 st aider attends to injury, parent informed immediately otherwise a yellow slip is given to inform parent	Each room to be equipped with a first aid kit. This is to be taken out for play/ lunches. Minor injuries such as a graze, will be attended to by bubble staff. Staff to wear PPE. A first aider can be called upon if required. Usual procedure for recording injury is followed. For more significant injuries, the child will be taken to the medical room. One child will be allowed in the medical room at one time. The first aider will be wearing PPE and will attend to the injury. Usual procedures will be followed in terms of responding to the injury. When the child leaves the medical room, the chair and surfaces will be disinfected. If another child arrives whilst a child is being attended to in the medical room, the other child is seen outside the medical room by another first aider, until the medical room is clear and cleaned.	Relevant staff	September	

Administering inhalers/ medication	Child needing medical attention	Inhalers / medication are kept in the cupboard in the classroom. Use is recorded.	Inhalers to be kept in a box in a cupboard in the classroom. Taken out for PE. If a child requires an inhaler/ medication during the school day, a 2 nd person is required, preferably one of the 1 st aiders. A 1 st aider is allocated to a bay: NW=EYs, LB=Yr1 bay, HS=Yr=Yr2/3 bay and hut, Yr3/4 bay=LR YR5/6 bay=KG. Usual procedures to be followed. If allocated 1 st aider cannot be located, call upon any of the 1 st aiders. Appropriate PPE to be worn by 1 st aider.(Additional 1 st aiders EA, IW,SH).	1 st Aiders All staff	September	
Health and safety equipment						
CROSS CONTAMINATION FROM RESOURCES Individual packs	All Transmission of the virus	Continue to provide individual named packs of resources for children: pen, pencil, ruler, crayons, whiteboard & WB pen	Order more stationery. Individual packs to remain on tables at the end of day for cleaning.	Office	July Daily	Packs ready and distributed to classes
Wipeable resources	All Transmission of the virus	Washable/wipeable equipment that is handled e.g. musical instruments, balls, skipping ropes, telephones, ipads, magnifying glasses, paintbrushes, scissors etc must be cleaned after use.	Continue to separate resources and clean before they are used by different classes. Scissors to be handed out when needed and wiped on return.	All staff		
Non wipeable resources	All Transmission of the virus	Non-washable /wipeable equipment is currently not used.	To provide a full curriculum we will need to use non washable/wipeable equipment e.g. books, pastels, jigsaws, lotto games, some items etc in rainy day boxes. (Books may now go home.) When books (equipment) have been handled it will need to 'go	Office HTs	Sept	

			into quarantine' for 72 hours. Suggest box(es) where a system is set up where returned books are placed and quarantined. Equipment 'quarantined' on Monday can be reused on Friday.			
EYFS PROVISION	All Transmission of the virus	Reduced resources and bubbles of 15	Where possible Early Years - to look at reducing the amount of resources in each class area and ensure that resources used are wiped at the end of each day and regular washing of resources used. Rotation of resources available to ensure opportunities to clean them regularly. Additional risk assessment specific to EYs to be completed before EYs join school	HB	Sept	
SMILEYS	All Transmission of the virus	Smiley reward system not being used at present.	The distribution of smileys will be administered in a safe way eg children asked who has been awarded a smiley. Teacher with sanitised hands takes smiley and puts in child's wallet. For groups, adults to record and send information to class teacher who will award. At the end of the week, adult/ child with sanitised hands, tallies up smileys.	Staff	Sept	
SOFT FURNISHINGS	All Transmission of the virus	Soft furnishings have been removed from classrooms and stored in unused areas of school during partial closure.	With full opening the 'unused' areas will now be needed and as much of the soft furniture as possible will need to be stored out of classrooms. Some furniture will need to return to classrooms, the use of which is discouraged.	All staff	End of Aug	
Communal 'fixed' resources	All Transmission of the virus	Continue to use hand sanitiser before using shared phones, photocopier etc	Ensure hand sanitisers are in place and kept in good supply. Ensure wipes are available and a clear notice reminding staff to wipe before use.	CB Office	Ongoing	

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Health and safety – SOCIAL DISTANCING						
Parents	All Transmission of the virus	Parents are not permitted in the building without prior appointment.	Continue same procedures. Parents to be contacted by letter, email, phone or TEAMS whenever possible. Reminders to go out in Sept		September	
Children and parents	All Transmission of the virus	Staggered start & finish times and different entrances and exits	Children can continue to be accompanied by one adult and siblings, remaining in a family group. Younger children should hold their parent's hand. Each class will be given a specific entry and exit point and staggered timings. Children to enter/exit by their outside classroom door and wash their hands on entry/exit. Parental reminders on website, emails, texts Parents must not enter the building. Parents reminded to distance at delivery and collection points and leave site immediately once all their children are collected. If a parent wants their child to walk home unaccompanied, they need to notify the school.		September	
Bottlenecks	All Transmission of the virus	Currently parents now know procedures and children put their coats on spare chair next to them in classroom.	Full capacity will mean more footfall. Staff will be outside near gates and doors to direct children and parents and ensure social distancing. Staff will be in cloakrooms to ensure quick placing of personal belongings.	TAs	September	
Nursey provision	All Transmission of the virus	Currently start and finish times don't appear to clash	Co-ordinate with nursery start and finish times to limit flow of adults and children. Children to hold hands with parents.	HTs	July	Completed
Arriving by public transport	All Transmission of the virus	Provision children to arrive and leave in LA transport.	EHCP children will have individual risk assessments which will have been discussed with parents. Provision manager to liaise with transport. Transport to provide their own RA to parents	Staff SB	September	Individual risk assessments have been sent

Visitors	All Transmission of the virus	Limit visitors to school. Only one visitor at a time to enter the school. Poster on reception door. 'Only enter if no-one else is in reception area. Please use hand gel before registering or using keypad and on leaving premises. School number: 01582 617500' Emails to be encouraged.	Continue this system. Hand sanitiser available. Closed window to office. Use Teachers 2 Parents email system. Reminders to parents	Staff	Ongoing	
GROUPING CHILDREN	All Transmission of the virus	Bubbles of no more than 14	Children will remain in year group bubbles. Groups such as phonics and maths, English in Year 6 to go ahead. Staff to wash hands prior to teaching. Tables and chairs wiped after use. Movement between rooms will be supervised by staff and shared areas will be cleaned before each new group.	All staff	Sept	
Interventions	All Transmission of the virus	Within class bubbles.	Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils. (Bay areas will need to be set out differently). Pupils will be collected by staff and bring their equipment with them to the intervention area. The area will be cleaned before pupils from another 'bubble' use the area. Staff will wash their hands between each group. Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2.	Staff	Sept	

ORGANISATION: Physical (Excluding EYFS)	All Transmission of the virus	Children sat facing forwards	Tables to be set out in short rows, to facilitate ease of movement and monitoring of work. Careful positioning of pupils by teacher – thinking about SEND and those with low levels of engagement during lockdown. Staff should try to maintain as much distance as possible when speaking.	End of Aug		
Classroom organisation: Teaching methods	All Transmission of the virus	Individual work	In order to lessen face to face contact, teachers will be planning differently – collaborative group work, talking partners etc should be avoided. Outside learning, socially distanced, is to be encouraged whenever possible. (EYFS will facilitate ‘playing alongside’ as much as possible but guidance recognises that younger children will find social distancing difficult.)	Ts	Sept	
Teaching music	All Transmission of the virus	Not occurring	Singing, wind and brass playing should not take place in larger groups. They may take place in smaller groups in well ventilated spaces, preferably outdoors, with distancing and careful positioning. Music to be taught. Instruments will be wiped before and after Music service to provide their risk assessment	Music service and teachers	September	
Teaching PE indoors	All Transmission of the virus	Not currently taking place indoors.	Two outdoor sessions to take place. If weather is undesirable, Ts to work flexibly with their timetables.	Staff	September	
Swimming	Transmission of the virus Year 3	Not occurring	Liaise with Lea Manor pool Request LM risk assessment to share with parents Staff who drive the minibus to wear mask	Year 3 staff Drivers Lea Manor	September	

Educational visits	All Transmission of the virus	Not occurring	Non overnight visits can take place. Full risk assessments must account for 'H & S government guidance on educational visits.' Use outdoor space in local area to support delivery of the curriculum.	Staff	As needed	
Assemblies	All Transmission of the virus	Not currently taking place.	An act of worship will take place daily in classes. This can include recordings of stories, or Ts reading stories/ discussion etc.	All staff	Sept	
Playtimes	All Transmission of the virus	Children play out on the field or playground in zoned areas.	Playtimes will be staggered by Year group. Year groups will play in their designated zoned areas. In addition, most year groups will have a WUW (Wake Up Walk). Some children may have been inactive during lockdown and will need more physical activity. When going back into the classroom, line up back row farthest corner to front row nearest door to avoid moving past each other. Stand behind chairs and sit down at given time to avoid moving past seated children. Hands washed/sanitised after playtime.	Ts TAs	Sept	
LUNCHTIMES	All Transmission of the virus	Children are bringing their own packed lunches or are provided with grab bags which are eaten on the field whenever possible.	The kitchen will provide hot lunches in September. Lunchtimes will be staggered. EYFS will eat in the hall, Yr 1 in The Orchard, Yr 2 Orchard, Yr 3 hall, Yrs 4,5,6 will eat in their classrooms delivered from a mobile heated trolley. Cleaning will take place in between each year group in shared areas. Tables in the hall will be placed in rows but seating will only be on one side. Hands will be washed before and after eating. Ts to walk their class to hall/ Orchard. Class tables will be cleaned before and after children have finished eating.	Kitchen staff MDSAs SM		

EXTENDED SCHOOL: Breakfast Club	All Transmission of the virus	Not available at present	There will be 2 registration points – the Dell entrance and Hall entrance. EY will be in the Dell. Rest register in hall. Submit breakfast order, wash hands, sit at designated year group table. Staff to take outdoors in year groups. Play, socially distanced, in a designated area, when weather permits. Children will be escorted to their classroom by staff for their starting time. Information updates to parents.	LB to coordinate with SB	Sept	Plan completed in July
After school club	All Transmission of the virus	Not available at present	Classes that finish before 3:30, teachers will need to keep their ASC children up to that point and then escort them to their designated area. Registration points will be confirmed once numbers in year groups are collated Information updates to parents			
Clubs	All Transmission of the virus	No clubs taking at present	Clubs may continue. Children should be taken wherever possible from the same year group. Resources should not be shared and should be cleaned/ quarantined after use	Staff		

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Health and safety – Corona Virus						
ANY ONE PRESENTING WITH CORONA VIRUS SYMPTOMS	All Transmission of the virus	Anyone believing they have symptoms should not enter school but should inform school and get tested. Follow Government guidelines	Follow these guidelines: If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection '. Follow the current guidance for self isolation.	All		
Child presents with symptoms whilst at school	All Transmission of the virus	Following government guidelines	Follow guidelines: Isolate child and office phone parents. Staff to wear PPE and child awaiting collection, should be moved, if possible, to a room, where they can be isolated behind a closed door, or outside if weather permits, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom 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 (see below) or they have been requested to do so by NHS Test and Trace.		Ongoing	

			<p>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 the appropriate cleaning products after they have left to reduce the risk of passing the infection on to other people.</p>			
SOMEONE TESTS POSITIVE	All Transmission of the virus	So far not been necessary.	<p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ . Follow the current guidance on self isolation. • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • Self-isolate if you have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 		Sept	
			<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Schools must contact the local health protection team. 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.</p> <p>The health protection team will carry out a 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.</p>			

			<p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we <u>keep a record of pupils and staff in each group</u>. A template letter will be sent to parents and staff if needed. Schools must not share the names or details of people with coronavirus, unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow the stay at home guidance. (as above)</p>			
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Staff shortage	Children's learning	Currently covered by TAs	Teachers to teach their class. Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, teacher (under the Education (Specified Work) (England) Regulations 2012). Any redeployments should not be at the expense of supporting pupils with SEND. Headteachers will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff.		If needed	
Staff and children in self- isolation	Children's learning	Use of TEAMS to provide online learning and paper copies where internet is not available	If staff and children in isolation are well enough, they will continue to access live or recorded lessons on TEAMS. Paper copies of work will be provided for those without internet access. EYFS parents will be provided with details of online learning in Sept		As needed Sept	
Children whose progress has been most adversely affected	Fall behind and stay behind in their learning	Monitoring engagement	Teachers to identify pupils most adversely affected and disengaged during lockdown. Staff to prioritise 'catch up' target groups. Use government funding from Catch up Support to meet individual needs.		When funding becomes available	
Children whose progress has been most adversely affected	Fall behind and stay behind in their learning	Monitoring engagement	Base line testing in core subjects during September. Revised planning for autumn term to support catch up needs. This may mean a higher focus on vocabulary, reading, phonics twice a day in EYs, KS1 etc Planning of PSHE to support mental wellbeing. Outside activities for more engagement and socially distanced work.		Sept	