



Arbor Academy Risk Assessment – Draft 4 Northwold Primary

- Draft Risk Assessment and aims to reopen the school in line with current DFE and Government Guidance 7th August 2020- Updated 22nd September 2020

Agreed signature of LGB Chair: Charlotte Haworth

Date: 02.11.2020

Agreed signature of Headteacher/HOS: Shelly-Ann Goulbourne

Date:02.11.2020

Agreed on by the CEO/EP:

Maureen Okoye

Date: 02.11.2020

Agreed Trust Board signature of Chair: Marcia Douet

Date: 02.11.2020

General Covid-19 Risk Assessment Form for Re-opening of Schools – September 2020

Description of the task/activity:		Covid-19 School based teaching / administration and sanitation tasks. Remote teaching / administration tasks for those temporarily working off site.		
Location		Northwold Primary	Name of person(s) completing assessment:	Shelly-Ann Goulbourne
Authorised by:			Date authorised:	
Date of this assessment:		Updated 30.10.2020	Date of next Review:	02.12.2020
What is the Hazard Risk? Who/what could be harmed and how?	Initial/Residual Risk Rating (H/M/L)	What effective control measures are currently in place?		Action assigned to whom?
		Communication		
Risk of infection to adult, pupils and visitors	Medium	<p><u>Staff communication</u></p> <p>Aim: to ensure that all staff are aware of our new procedures for September 2020 school reopening</p> <ul style="list-style-type: none"> Staff Induction- orientation and training for September opening: <ul style="list-style-type: none"> -3rd September – Arbor Trust staff training -4th September- School based focus training Updated risk assessment, Behaviour and Safeguarding, Health and Safety policies will be shared with staff prior to summer school closure and discussed on an INSET day in September. Complete individual staff risk assessment meeting based on government guidelines before school-July 2020. Information gathered will help to redeploy staff or put measures in place to support their safe return to work. eg: use of PPE-visor, mask – PPE specs approved by British Standards. Face masks- GB2626-2006, KN95, Gloves- comply with EN 1186-1:2002, hand sanitisers are between 56%-73% alcohol BSEN1500/BSEN1276 Staff given regular updates in line with government updates. <p>Staff training will be completed in social bubbles in order to communicate key messages/requirements linked to the different areas of responsibilities around the school. For example:</p> <ul style="list-style-type: none"> Administrative and premises staff- focus on visitors accessing the building, delivery of stock, dealing with parents queries Catering team training will focus on hygiene procedures in the kitchen when preparing food, number of staff allowed due to kitchen capacity, hygiene procedures on entry to the school building. <p>Staff will be briefed during INSET before pupils return on the 7th September, given information on timetables and how to manage hygiene and social distancing with larger social bubbles (class groups).</p>	HT/DHT/EP	3 rd /4 th September 20 Updates ongoing

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		<p>ready for use.</p> <p><i>Parents and young people will be made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.</i></p> <p><i>Children, young people, parents, carers or any visitors, must not enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).</i></p> <p>School attendance will be mandatory as of September 2020. Parents and carers of children of compulsory school going age, has the legal duty to ensure that their child attends school.</p> <p><u>Communication to LGB/Trustees</u> Aim: to ensure that all LGB/Trustees are aware of our new procedures for opening in September.</p> <ul style="list-style-type: none"> • Joint risk assessment overview • Trust board resolution passed <p><u>Communication to LA</u> Aim: to ensure that LA are aware of our procedures for September</p> <ul style="list-style-type: none"> • Whole school Risk Assessment sent to LA • Links with LA for wider reopening plans <p><u>Communication to Third Parties</u> Aim: to ensure that all third parties are aware of our new procedures</p> <p>The school will inform suppliers/contractors that they cannot enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> ○ Cleaners ○ Deliveries ○ Contractors <p>Cleaning companies should provide risk assessment to education setting.</p> <p>Where contractors may be visiting school premises, such operations will be assessed in advance by the Headteacher or a member of the Senior Management Team to determine whether such work is essential. In cases where work is essential a separate risk assessment will be completed and communicated for such operations. Visitors to the site, such as contractors, will have guidance on social distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>The school's caretaker will wear appropriate PPE- gloves and masks, while supporting engineers visiting the site.</p>	<p>HT/DHT/EP and Office Staff</p> <p>Attendance Officer/DHT /HT</p> <p>HT</p>	<p>07/09/2020</p> <p>07/09/2020 – ongoing monitoring</p> <p>07/09/2020</p>
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Risk	Level	Infection Control- Shielding / What controls?	Who?	When?
<p>Infection of Coronavirus</p> <p>Rate of infection for extremely clinically vulnerable and clinically vulnerable adults and BAME</p>	<p>High</p>	<p>Social distancing measures of at least 1 m when using PPE and 2 m where possible will be applied at all times during essential site visits completed by engineers.</p> <p><u>Staff</u> Aim: To safeguard staff and protect them from harm Shielding measures will be paused as of the 1st of August subject to the continued decline in the transmission rate of the virus. All staff who were shielding will return to work in September 2020. Staff who were shielding are expected to adopt strict social distancing measures.</p> <p>Extremely clinically and clinically vulnerable</p> <ul style="list-style-type: none"> Staff will be required to return to work and individual risk assessments will be completed. Staff who previously worked with children may be deployed to work in other areas of the school that is deemed safe or reduces the risk of being exposed to COVID 19. Staff in the most at risk categories (<i>Extremely Clinically and Clinically Vulnerable</i>) will need to continue to take proper care while rates continue to decline. Advice for staff who are clinically vulnerable, including pregnant women can be found in the link below. Risk assessments will be completed for staff who are deemed as clinically or extremely clinically vulnerable, pregnant women (completed in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) and BAME staff prior to their return to work. Staff who are in these categories can return to work and be redeployed where necessary to reduce the risk of an infection. Staff will be given PPE- masks, visors, goggles where necessary to ensure their safety while at work. Reasonable adjustments will be made to facilitate travel to and from school if staff have to travel via public transportation. <p>Staff should maintain at least 1m distance from others, where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</p> <ul style="list-style-type: none"> To reduce the risk of infection staff will follow the school hygiene procedure i.e wash or sanitise hands on entry to the building. <p>Government Guidelines Advice for those who are extremely clinically vulnerable can be found here https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>HT Deputy HT</p> <p>Staff members to individually inform HT & SLT.</p> <p>SLT</p> <p>HT/DHT/EP</p>	<p>3/09/2020 and ongoing</p> <p>07/09/2020 and ongoing</p>

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		<p><u>Pupils</u> Aim: To safeguard pupils and protect them from harm</p> <p>As of the 1st of August shielding measures will be paused. Individual risk assessments will be completed for children who are vulnerable or have pre-existing medical conditions before they return to school.</p> <p>To reduce the risk of infection:</p> <ul style="list-style-type: none"> • The children will undertake regular hand washing routine. • Ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach. • Minimising contact between individuals and maintaining social distancing wherever possible. • Ensuring those who have COVID 19 symptoms or who have someone in their household who does, do not attend school. <p>Response to infection:</p> <ul style="list-style-type: none"> • Engaging with the NHS Test and Trace process • Parents will be encouraged to get their child/ren tested if they present COVID 19 symptoms. • If there are confirmed cases of COVID 19 in Year group bubbles, all staff and children in the bubble will isolate for 14 days. • Containing an outbreak by following guidance provided by local health protection team or Public Health England. • School closure if a wide spread outbreak of COVID 19 or local lockdown procedures are implemented.. • Inform Public Health England of potential outbreak in the educational setting. 	HT/DHT/EP	07/09/2020 and ongoing
<p>Infection controls to minimise the spread of the virus to adults and pupils</p>	<p>Level</p>	<p>Infection control – prevention measures /What controls?</p>	Who?	When?
	<p>High</p>	<p><u>Staff</u> Aim: to safeguard staff</p> <p>PPE- mask, gloves, aprons are available to all staff. Additional PPE such as visors and goggles are available for extremely clinically vulnerable staff returning to work, Nursery staff and first aiders. Disposable masks are available for visitors. Strict control of visitors including parents coming into the building. There will be a register for all to sign in and out. A temperature check will be completed for all visitors who will be entering the building beyond the reception area.</p> <p>PPE will be used as outlined below:</p> <ul style="list-style-type: none"> • Children, whose care routine already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way. • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask or visor should be worn by the supervising adult. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that 	All staff HT/DHT/EP	3/09/2020 and ongoing

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	<p>there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> Health Checks/ Audits and Risk Assessment completed for adults. <p>Cleaning/Hygiene</p> <ul style="list-style-type: none"> Wipe down boxes (includes antibacterial wipes, sanitising spray, cloth and gloves) will be included in all classrooms for staff to use. Staff will check contents in the morning and afternoon and top up as and when needed. Extra all day cleaner recruited with timetabled toilet cleaning times, regularly used door handles switches and hand railings. Hot zone (represented by red, do not use) and Cold zone represented by green as clean to use) established and embedded. Emphasis that this denotes and identifies and uncleaned areas. Regular hand washing before and after tasks will be completed by all staff. 		
High	<p><u>Pupils</u> Aim: to safeguard pupils</p> <p>Whilst in school a First aider/Paediatric First Aider will always be on site. First aiders will wear full PPE gear when administering first aid. All treatment administered will be logged and parents will be advised accordingly. Risk Assessment completed for children with medical needs.</p> <p>To minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</p> <p>Letters to parents includes a declaration of any child developing medical conditions or illnesses during holiday or self isolation periods so that appropriate medical risk assessment can be completed. Hygiene presentation will be shown to pupils daily (Powerpoint presentation/slide show- Being Safe At Northwold Primary, shown at the start of each day) – this outlines the steps that they should follow to keep themselves safe and minimise the risk of spreading the virus. All children aware of the Hot and Cold Zones. Regular hand washing routine in place and timetabled.</p>	<p>HT & SLT notify parents</p> <p>First aider</p> <p>DHT/All staff</p>	<p>7/09/2020 and ongoing</p>
Medium	<p><u>Parents</u> Aim: to safeguard school community</p> <ul style="list-style-type: none"> Only one parent is allowed to drop off and collect their child/ren. Parents will be discouraged to come on site, unless absolutely necessary. In the event that a parent needs to come on site, they will be given a mask and will follow the school's hygiene procedures- wash or sanitise their hands on entry to the building. 	<p>HT & SLT</p>	<p>3/09/2020 and ongoing</p>

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	Medium	<p><u>Visitors</u> Aim: to safeguard school community</p> <ul style="list-style-type: none"> All non-essential visits will not be completed. Clear signage/posters will be displayed and instructions given to ensure that all essential visitors follow the schools hygiene procedures- that is washing or sanitising their hands, wearing a mask and follow social distancing guidance. Temperature check will be completed on entry to the building. All visitors will records their details at the Reception desk to support with Track and Trace process. All visitors to be given Covid-19 safety procedures to read before entering. 	HT Admin./Rec eptionist	3/09/2020 and ongoing
Purchasing sufficient supplies	Medium	<p>The school has purchased sufficient supplies of the below stock:</p> <ul style="list-style-type: none"> Hand wash for staff & pupils Hand Towels Hand sanitiser Anti-bacterial wipes and spray Aprons Disposable facial masks and N95 masks for staff Gloves Eye Protection (goggles) 	HT SBM Finance Officer Caretaker	July/August 2020 and ongoing
Deep cleaning of surfaces before re-opening and during opening	High	<p>Infection Control Measures:</p> <ul style="list-style-type: none"> Ensure the whole school is deep cleaned before pupils and staff returns. Deep cleaning and sanitising of the school will be completed every two weeks. Extra cleaner employed to clean toilets, hand railings, door handles and other surfaces that are regularly touched by staff and children. This will be completed at regular intervals during the school day. <p>External deep cleaning company risk assessment approved by HT and governing body.</p>	HT SBM Care taker Cleaners	01/06/2020 ongoing (External deep clean to spray chemical after school cleaning team)
Cleaning of surfaces once opened.	Medium	<p><u>HOT/COLD</u> areas Aim: safeguard all</p> <p>Frequently used areas have been assigned hot/cold signs to indicate if the area is cleaned and ready to be used or not. Staff and pupils to be trained on use and identify the use of each symbol. Cleaning frequently touched surfaces (touch points) often using standard products, such as detergents and bleach. Anti-bacterial wipes are available for staff during the day, as and when required.</p>	HT SBM Care taker	Daily by cleaners/staff

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	High	<p>A cleaning timetable and log will be maintained by the caretaker and cleaner.</p> <p>Telephones and computer keyboards wiped with bacterial cleaner after use.</p> <p>Ensure that bins for tissues are emptied at the end of day.</p> <p>Clean surfaces that children are touching, such as tables, resource packs, at the end of the day.</p> <p>Wipe down boxes will be in a designated area in the classrooms.</p> <p>Staff will check that it is fully stocked.</p> <p>Clean surfaces that children are touching: such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly with disinfectant wipes, or a disposable cloth and warm soapy water or normal disinfectant products (e.g. Dettol spray at least 3 times per day- follow toileting/handwashing routine).</p> <p>Wipe Down boxes in designated areas will store all required equipment.</p>	Cleaners Staff	
Risk of spreading infection	Level	Infection control – First aid & Isolation Room /What controls?	Who?	When?
	High	<p>Aim: To prevent spread to all</p> <p>The isolation room will be separate from first aid room as this room is linked to the school office. To safeguard office staff, only minor injuries will be treated as usual in the first aid room. Temperature checks will be carried out on all pupils entering the room, no need for additional adults to escort pupils beyond the entrance.</p> <p><u>First aid room</u></p> <ul style="list-style-type: none"> • First Aid area will be in the main office • First aider will have full PPE(visor, gloves, masks and apron) • Temperature checks will be completed for all • Pupils will be encouraged to clean own minor wounds- e.g scratches/bruises. • All unrelated COVID illnesses will be treated in the First Aid area. • Oximeters are available on site and will be used as and when required. 	First aider/DHT All staff members	8/06/2020 and ongoing
If a child or staff member becomes unwell at school	High	<p><u>Isolation room</u> This will be a separate room. (cooking practical room on the ground floor)</p> <ul style="list-style-type: none"> • Room will be used as the designated isolation room for children who are exhibiting COVID symptoms • All pupils will be accompanied to and from the isolation room by a designated of staff member (first aider). 	HT & SLT First aider/cleaning team All staff	8/06/2020 and ongoing HT & SLT to ensure: All staff and parents are aware of

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	<ul style="list-style-type: none"> • First aider will have full PPE (visor, gloves, masks and apron) • Temperature checks will be completed for all • Oximeter available if needed, staff will be trained to use this device. • If unwell, first aider will be replaced by another staff member, all office staff will be first aid trained or undergoing paediatric training. • This room will be cleaned and disinfected with standard cleaning products after use. • Only 1 child will be allowed in the room at any given time while waiting to be collected. <p><i>A first aider will take child to the isolation room. If any child or adult becomes unwell with a new, continuous cough, loss of taste or smell and a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. It is recommended that the child's gets tested for COVID 19.</i></p> <ul style="list-style-type: none"> • If a child is awaiting collection, they will be guided to the isolation room and with appropriate adult supervision if required. Staff will wear appropriate PPE gear when completing this task. • If they need to go to the toilet while waiting to be collected, they should use the disabled toilet (Isolation room toilet) in the front lobby area. This toilet will be cleaned and disinfected using standard cleaning products after use. • <i>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</i> • <i>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, loss of taste and smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. The social bubble for any child or adult that test positive for COVID 19 will need to self-isolate for 14 days.</i> <p>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>When staff are cleaning an area with potential contamination from an individual with suspected Covid 19, disposable gloves and disposable apron must be worn. Where there is visible contamination from body fluids, disposable masks must be worn.</p> <p>Ready supply of suitable antibacterial wipes/spray must be used to clean area, safe method of disposing of used wipes, regular hand washing, ie before and after tasks</p>		<p>procedures</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Continuous</p> <p>Continuous</p>
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		must be completed at all times.		
<p>Cleaning and hygiene: In all education, settings, preventing the spread of coronavirus involves indirect transmission (via touching contaminated surfaces)</p>	High	<p>Ensure that all staff and children complete the following:</p> <ol style="list-style-type: none"> 1. Frequently, wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. <p>Visual sequence cards related to hand washing will be displayed in toilets. Toilet routines will be built into the timetable and will take place regularly at designated times. This will be supervised by adults and there will be floor markings 2 m apart to ensure social distancing whilst the children line up.</p> <p>Children/staff will wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing. Ad hoc use of toilets will be permitted. This will be monitored closely to reduce the risk of infection. Regular cleaning of toilets will be completed during the day. Hot-red symbol (means cannot be used) and Cold symbol (means ready for use) will be used to indicate when toilets can and cannot be used. Cleaners will monitor toilets and clean as and when necessary outside of scheduled cleaning time.</p> <ol style="list-style-type: none"> 2. Children/staff will be discouraged to touch their mouth, eyes and nose. 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach; use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). 4. There will be a ppt presentation in each social bubble outlining hygiene routines. 5. Toilet cleaning logs will be kept and monitored for all toilets. 6. All equipment/ resources used in the Nursery and Reception classes will be sanitised /disinfected after use. Toys /resources will be placed in a basket and sterilised. Cleansing station will be set up in each classroom. This will be in a designated area. 	<p>All staff members.</p> <p>Parents to be aware their children can bring in their own hand lotion/ hand sanitiser.</p> <p>Staff monitor ad hoc use of toilet and HT will monitor records</p>	8/06/2020 and ongoing
<p>In the event of confirmed case of coronavirus in a setting</p>	High	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. A letter will be handed to the parent with this advice and a record made. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario.</p> <p>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-</p>	<p>HT & SLT to ensure:</p> <p>All staff to aware of procedures</p> <p>All parents aware of procedures</p>	8/06/2020 7/9/20 20 and ongoing

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		<p>isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>In the event there is a widespread outbreak of COVID 19 beyond specific social bubbles the decision will be taken jointly with public health England if there is a need to close the setting . A deep cleaning process will follow, testing completed on staff and children and a reassessment completed to prevent future outbreaks before staff and children can return to the setting.</p> <p>Track and Trace As part of the national track and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, may be asked to self-isolate at home as a precautionary measure – perhaps the whole bubble or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>		
Will teachers and other staff be able to get tested if they have symptoms?	Medium	<p>Access to testing is available to all essential workers. This includes anyone involved in education. See the full list of essential workers.</p> <p>Education settings can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p>	<p>HT & SLT to ensure:</p> <p>All staff aware of procedures</p>	8/06/2020 and ongoing
Caretaker / Maintenance visits	Medium	<p>Caretaker to wear PPE, gloves during maintenance visits.</p> <p>Adhere to social distancing (2m) where possible.</p> <p>All routine maintenance visits and statutory inspections should continue as far as practically possible, wherever this can be achieved, whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed.</p> <p>Asbestos register to be completed by caretaker.</p> <p>Operatives to wear gloves and be aware of social distancing (2m).</p>	<p>HT & SLT</p> <p>Caretaker</p>	Continuous
Natural ventilation	Medium	<p>Doors and windows will remain open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>	Care taker	Daily
		<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p>	Classroom staff	Daily

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<p>Social distancing measures</p>		<p>Social Distancing</p>		
	<p>Medium</p>	<p>Staff</p> <ul style="list-style-type: none"> To remain in social bubble at all times. Only 6 members of staff at any given time should be in the staffroom. Only 4 staff at any given time will be allowed in the main office- 2 in the front office and 2 in the middle office. Only 2 members of staff allowed in the PPA room. 2m distance must be maintained at all times in the kitchen. Adhere to social distancing (at least 2m) where possible. <p>Following signage around the school:</p> <ul style="list-style-type: none"> On entry to the school gate. In the drop off and pick up zone Inside the building along staircases and outside toilets. Spots will also be in zones. <p>Pupils</p> <ul style="list-style-type: none"> Playground marked for social bubble line up Demarcated zones to different social bubbles Follow signs around the school both inside and outside of the building. Social stories shared with ASD pupils to help them understand social distancing Daily videos/ppt reminding children of social distancing We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Guidance from DfE -Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 1st June. <p>Parents</p> <ul style="list-style-type: none"> Reduced visits to school Only 1 parent allowed in school office any given time. Only 1 parent will drop off their child/ren at the designated gate for drop off and collection. <p>Premises</p> <p>Following updated guidance, the total school capacity is 470 pupils. Classrooms will be organised with forward facing desks to accommodate the following:</p> <ul style="list-style-type: none"> 30 children from Reception to Year 6 <p>Nursery and 2 year old provision will be set up to accommodate between 15-30 in Nursery and 4 to 8 children in 2 year old provision.</p> <ul style="list-style-type: none"> See example of classroom set up in (Appendix A) Appendix B for Social distancing Zones in Playground for lining up 	<p>HT/DHT/EP</p> <p>All Staff</p>	<p>3/9/2020</p>

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<p>Planning for Pupils</p>	<p>Medium</p>	<p>Number of staffing Rota</p> <p>The school will ensure adequate child to adult ratios with 1:30 for children in Reception to Year 6 and 1:13 in Nursery. Class teachers will work with the children in their bubble and have limited access to other year groups. PPA teachers will be able to work across all classes but they must keep their distance from pupils (at least 2m apart where possible) and other staff as much as they can. This might not be possible with younger children.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activities, contact sports will be avoided. Outdoor sports will be prioritised where possible or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.(Adhere to the school's hygiene procedures.)</p>		<p>3/9/20</p>
<p>Pupils not at school</p>	<p>Medium</p>	<p>All pupils are expected to return to school from September. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will ensure that their education is not interrupted by providing remote education through Google classroom. Teachers will feedback to children regularly on work submitted online.</p> <p>Teachers will continue to contact child/ren at home if required. All children will be contacted through parents' email or called on parents' phone while the parent is present. Staff will speak to child/ren on speaker phone only. Phase leader will monitor contact and report to SLT. Weekly timetables will be uploaded via Google classroom to support home learning.</p> <p>Where parents are anxious about their child/ren returning to school. The school will contact parents to inform and reassure them of the measures put in place to reduce the transmission of COVID 19.</p>	<p>HT & SLT Teachers</p>	<p>Continuous</p>
<p>Parents who have kept their</p>	<p>Medium</p>	<p>The school will use updated absence codes from SIMS and will use the codes to record attendance.</p>	<p>Attendance Officer</p>	<p>3/9/20</p>

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children at home		Registers will be marked daily. Normal reporting of absence will resume i.e. parents will notify the school of child/ren absence and the reason for absence. Statutory procedures and arrangements will be followed when school reopens in September 2020. Parents will no longer be exempted from warnings and fines for their child's non-attendance at school. All children must return to school. Attendance Officer to inform SLT and Class teacher of daily attendance.	HT & SLT to ensure: All parents are aware of procedures	
Vulnerable pupils	Medium	DSL and SENco will be in regular contact with vulnerable pupils, including pupils with a social worker and SEND needs when they do not attend school. Non-contact will be reported immediately to social workers or MASH.	DSL SENco	Continuous
ATTENDANCE				
Requirements of attendance: • Parents • Schools Department for Education	Medium	The usual attendance procedures will apply. Parents should contact the school to report their child's absence and provide a reason. Parents will be fined for non-attendance at this time.	Attendance Officer HT DSL HT & SLT to ensure: All parents are aware of procedures	7/09/2020 and ongoing Daily registers
PUPILS AT SCHOOL				
Fire Drills/ emergency procedure	Medium	Teachers/ adults will need to walk their class through the emergency/evacuation route. Designated play areas will be the meeting point for evacuation. Please see below the muster point for each bubble: <ul style="list-style-type: none"> • Nursery - Infant Playground near the tunnel • Reception- Zone 4 Gate 2 area • Year 1 – Infant playground near the Forest School fence. • Year 2 – Infant playground near the swing • Year 3-Junior playground- Zone 1 • Year 4- Junior playground –Zone 2 • Year 5- Junior playground Zone 3 • Year 6 - Junior Playground- Zone 4 Fire drill will be completed the first week of reopening.	HT & SLT All staff	7/09/2020 and ongoing
Vulnerable children	Medium	EHCP children will receive appropriate support to continue their learning in school. Those who require additional adult support will have those adults allocated within their social bubble. Ensure EHCP is reviewed by Senior Management team. Risk assessment completed for all EHCP children returning to school.	HT SENco	7/09/2020 and ongoing

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<p>Extreme behaviour</p>	<p>Medium</p>	<p>Updated behaviour policy will be shared with staff- Identifying rules and outlining expectation to staff during Inset. A behaviour log will be kept in each social bubble. A risk assessment will be completed for children in the SEMH (Social Emotional and Mental Health) category.</p> <p>Rules and expectations will be shared in assembly on the first day back - ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs.</p> <p>'Kindness' as a composite in addition to the standard Arbor 5Cs and Recovery curriculum 3CS (CREATIVITY, CARE, COMPASSION) as components and a model for positive behaviour – weekly celebration reward. Share new policy on the website for pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>Create individual behaviour plans for those pupils who may struggle to reengage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.</p> <p>We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors.</p> <p>Additionally, provision for children who have SEND may have been disrupted during partial school closure and this might have an impact on their behaviour. SENCO will ensure that services and support are in place for a smooth return to schools for pupils.</p> <p>The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations. Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation.</p>	<p>HT & SLT/ SENco</p> <p>All staff</p>	<p>7/09/2020 and ongoing</p>

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Drop off and collection of pupils	Medium	<p>There will be soft start from to the the school day. All children will arrive between 8:35 and 8:55 each day. Pick up times will be from 3:20-3:40pm each day pick to avoid unnecessary contact and reduce risk of transmission.</p> <p>Children can be dropped off at Gate 1 or 2. Parents will enter Gate 1 to collect their child /ren and exit through Gate 2 daily following the one way system . Parents will follow the social distancing markers outside the gate when they drop off and pick up the children.</p> <p>Parents of Nursery and 2 year old provision will enter the school premise and follow the directional arrows to an outdoor area that will allow them to support with the settling of their child/ren at the start of the term if required. Only 1 parent will be allowed on site and they must wear a mask. All other pupils will come in unattended from the school gate where possible.</p> <p>There will be restricted parental access to the school site during drop off and pick up times.</p> <p>Year 6 pupils should be accompanied to school where possible. Mobile phones should be given to their class teacher. Hygiene protocols must be followed.</p> <p>Parents will be encouraged to be prompt when dropping and collecting their children to avoid overcrowding at the gates during arrival and dismissal times and adhere to the one way system at each gate.</p>	<p>HT & SLT</p> <p>HT & SLT to ensure: All staff and parents are aware of procedures</p>	7/09/2020 and ongoing
	Medium	<p>Parents to email the school office with queries and refrain from coming into the building unless they have a pre-arranged appointment.</p> <p>Strict hygiene procedures will be followed on entry to the building if a parents needs to come into school, hands will be sanitised and a mask will be provided. Social distancing will be adhered to at all times.</p>		
Uniform	Medium	<p>The school will recommend to parents that good practice for hygiene and washing then wearing fresh clothes every day would reduce the transmission of infection.</p> <p>School uniform must be worn by all pupils. Trainers can be worn. Children can wear their PE kit on designated days.</p>	<p>HT & SLT to ensure: All parents are aware of procedures</p>	7/09/2020 and ongoing
Classrooms	Medium	<p>All classes will be their own social bubble.</p> <p>2 pupils per desk and desks should be spaced as far apart as possible and remain seated in a forward facing position with all resources/equipment in their caddies on the table.</p> <p>There will be no use of carpet area, soft furnishings or resources that are difficult to clean.</p> <p>Pupils will access rooms directly from outside or the nearest staircase where possible. They will be given their individual stationary but will be able to share some resources within their class bubble.</p>	<p>HT & SLT to ensure: All staff and parents are aware of procedures</p>	7/09/2020 and ongoing

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	Medium	<p>There will be 30 children in each year group bubble. Two adults will be assigned to each bubble where possible. If there are any shortages of teachers, supply teachers can be booked to cover the bubble.</p> <p>Teachers will maintain 2m distance from pupils while teaching.</p> <p>A wipe down box will be placed in each classroom with resources used for cleaning.</p>	HT & SLT to ensure: All staff and parents are aware of procedures	7/09/2020 and ongoing
Groupings- Keeping cohorts together where possible	Medium	<p>Reduce mixing within education setting by:</p> <ul style="list-style-type: none"> • Staff will ensure that children stay in the same social bubble-year/class group at all times each day, and different groups are not mixed during the day, or on subsequent days. • Classes/ year groups will be timetabled for playtimes in the playground, toilet times, start and finish times. • Staff and children in each social bubble will use the use the same classroom, toilets, play ground or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. • In schools, pupils will remain at the same desk each day. 	HT & SLT to ensure: All staff and parents are aware of procedures All parents are aware of procedures	7/09/2020 and ongoing
Minimising contact and mixing by altering, as much as possible, the timetables (such as staggered break times).	Medium	<p>Staggered start and dismissal times.</p> <p>Pupils on entry to the building wash hands or sanitised and then proceed to their classrooms.</p> <p>On entry staff should sanitise/wash their hands, sign in on and keep safe distances apart throughout the day.</p>	HT & SLT HT & SLT to inform parents All staff	3/09/2020 and ongoing HT & SLT to ensure: All staff and parents are aware of procedures
	Medium	<p>Staggered break and lunch times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.</p> <p>'Keep left' rules for circulation routes.</p> <p>Signage will be on staircases to reinforce distancing rules.</p> <p>One way corridor system in place to reduce face to face contact.</p>	HT & SLT	
	High	<p>Staggered lunchtimes, so that all children are not moving around the school at the same time. Children will have their lunch in their social bubble classroom and playtime in their own zone.</p> <p>All other pupils to have packed lunch in classroom.</p> <p>Use of Dinning Hall for lunch- in the event of use A staggered approached will be used when classes are using the dinning hall. Where children need to queue up they should be a least 2m apart.</p> <p>Children should wash their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned</p>	HT & SLT Midday Meals supervisors	7/9/20 After October half term

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		between each group.		
For shared rooms	Medium	The use of halls will be assigned to specific social bubbles. If year groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.	HT & SLT	7/09/2020 and ongoing HT & SLT to ensure: All staff and parents are aware of procedures
	Medium	No assemblies. Assemblies will be conducted remotely. Briefing of the daily routine will be completed at the start of each day for children. Staff briefing, training and Inset will be completed remotely via Google classroom. Each member of staff will have access to an individual device.	HT & SLT	
	Medium	Use of staff rooms- only 6 staff are allowed in there at any given time. A rota system will be put in place. No shared cups, cutlery and plates. Staff to use own thermos/ cup. Fridges, microwave, milk and tea/coffee are available for the staff to use at their own discretion. Staff briefings in school hall or completed remotely.	HT & SLT All staff	
Use of Toilets	Medium	Use of toilets – dedicated toilets to be allocated to each class group. Pupils to be reminded to use the allocated toilets before break/lunch times. Times will be included in the timetable and toilet times will be monitored. 2m metre markings will be outside the toilets. Pupils will be able to use the toilet outside of the allocated time. Toilet cleaning logs will be kept and monitored for toilets that will be used.	Caretaker/ Cleaner All staff	7/9/20
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout). Reduce the use of shared resources/ sharing of equipment	Medium	Staff will seek to prevent the sharing of stationery and other equipment where possible. Each child will have their own resource pack- zipped lock bag with whiteboard, whiteboard pen, pencil and if appropriate pen. This resource pack is kept on the child's table in the caddy. Shared materials and surfaces will be cleaned and disinfected frequently. Pupils will bring in their own named water bottles, and if required hand lotion.	HT & SLT Staff members Inform parents – water bottles/hand gel/hand cream.	7/09/2020 and ongoing HT & SLT to ensure: All staff and parents are aware of procedures
	High Medium	Pupils will not be allowed to carry in things from home. The only school resources that will be sent home are reading books. When the books are returned they will be placed in the Resource Isolation room (Scotland) for 1 week before redistribution.	HT & SLT Staff members	7/09/2020 and ongoing HT & SLT to

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		All resources returned to school i.e. shared reading books, laptops etc will be collected and placed in Scotland room for 48 ours (72 hours for plastics). Strict hygiene procedures must be followed when collecting items.		ensure: All staff and parents are aware of procedures
Local Lockdown	High Medium	In the event of a local lockdown implemented by Public Health England or local health team, the school will follow the guidance provided. School Closure- Weekly home learning would be prepared via Google classroom for all year groups during the lock down period.	HT & SLT Curriculum leaders Staff members	7/9/20
Additional Learning	High Medium	No class trips- only local trips Music tuition- will be completed remotely where possible. External lunch time sports provision will complete a risk assessment and this will be reviewed before they start their provision.	HT & SLT Lunch time sports provision	7/09/2020 and ongoing
Use of outside space:	High Medium	Outdoor education- staff will use outdoor spaces where possible to deliver lessons, as this will limit transmission and more easily allow for distance between children and staff. Consider which lessons or classroom activities could take place outdoors. A timetable for this will exist in the staffroom and needs to be adhered to.	HT & SLT Staff members	7/09/2020 and ongoing HT & SLT to ensure: All staff and parents are aware of procedures
	High Medium	Outdoor equipment should not be used unless cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings Risk assessment will be completed by for Forest School and PE sessions.	HT & SLT Staff members	
Use Water Fountain	High Medium	Water foundations taped up. Pupils to bring in their own water bottles.	Caretaker	Before reopening
Psychological/ Staff Wellbeing <i>All staff- Workload Impacts</i> of the developing pandemic and organisations response.	High Medium	Staff will receive regular information sharing and communication. Staff Insets will be used to prepare for re-opening (this will take place prior to children entering the school and will be over a period of 2 days). Greater focus on staff wellbeing. Organise well-being committee and arrange meetings every 3 weeks. Staff counselling service in place. https://educationmutual.co.uk/request-help.html (staff to complete a self-referral) There will be shared distribution of workload regardless of roles to adapt to changing demands. This will also be in place across the Trust with collective home learning and planning completed for year groups.	HT & SLT All Staff members	7/09/2020 and ongoing

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<p>In the event staff need to working from home as a result of a local lockdown</p> <p>Upper limb disorders, tired eyes, headaches, stress</p>	<p>Medium</p>	<p>All staff should return to school in September and will not be required to work from home.</p> <p>In the event of local lockdown that leads to school closure</p> <p>All staff working from home will need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p>	<p>HT & SLT</p> <p>Staff members</p>	<p>3/09/2020 and ongoing</p>
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Note:
 Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)
 Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))