

**Risk Assessment – Whole School Return December 2021**

**All staff must follow the system of controls to minimise the risks of transmission**

**Risk Assessment for Whole School Returning**   **Assessment written by:**  Lesley Roche **Date:** 13th December 2021

**Shared with: All Staff and Governors Governors:** Y/N **Date:** 13th December 2021 **Staff:** Y/N **Date:** 13th December 2021

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children education remains.

Our priority is to deliver face-to-face, high-quality education and care to all children. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health and presents safeguarding risks.

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| To be viewed in line with the following policies:* Health and Safety
* Safeguarding and Child Protection
* Staff Code of Conduct including confidentiality
* Data Protection
 | **Additional Information:**[*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance)*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment*[*https://e-bug.eu/eng\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus*](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)[*https://www.hse.gov.uk/*](https://www.hse.gov.uk/)[*https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*https://educationhub.blog.gov.uk/2021/08/24/back-to-school-what-you-need-to-know/?fbclid=IwAR3Z-eR0qQWOl\_m3VGRVC-RzdloXOJPEsLxTxTJ4q9qEmbqMUuHjE0Wmrww* |
| **Risk** | **High Medium Low** | **Control Measure** |
| Safeguarding | Medium | * Revised Safeguarding Policy to reflect changes to KCSIE (September 2021).
* DSL to be on site or contactable (LR/BAO)
* Trained Paediatric First Aider to be on site (LR/BAO/KB/LMc/TH/SW/TW/VW)
* Clear safeguarding protocols in place and understood to ensure pupils are safe
* Where appropriate, work with other agencies, such as BCCS and Social Care will be put in place.
* Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission. Staff member to make personal assessment
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| Lateral Flow Tests (LFD) | Medium | * From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.
* Staff are strongly encouraged to test with LFDs twice a week at home
* Staff are aware of how to safely take and process the test.
* The following has been shared with staff:
* NHS instruction leaflet
* Training video and online resources on the document sharing platform
* Contact details if queries
* Process for reporting incidents

 Staff are aware of how to report their test results to school and to NHS Test and Trace.* Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have Covid-19.
* If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff or pupil can return to school, as along as the individual doesn’t have COVID-19 symptoms.
* Close contacts will no longer be identified by the school but via NHS Test and Trace.
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| Attendance | Medium | * School attendance is mandatory for all pupils.
* Where a child is required to self-isolate or quarantine because of Covid-19 they should be recorded as X.
* Where they are unable to attend because they have a confirmed case of Covid-19 they should be recorded as code I.
* Where appropriate, HT/Office/Pastoral Lead and Inclusion Manager to contact parents to support attendance for pupils with high absenteeism, including those who may be anxious.
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| Poor toilet hygiene resulting in direct and indirect transmission of the virus | High | * Toilets cleaned twice daily (by Site Manager or Cleaning Contractors)
* Extra Signs in toilet re washing hands, etc.
* [e-Bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) posters displayed throughout the school:
	+ [Horrid hands](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands)
	+ [Super sneezes](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes)
	+ [Hand hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene)
	+ [Respiratory hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene)
	+ [Microbe mania](https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf)
* Extra liquid soap ordered to ensure we do not run out. To be monitored by Resources Manager in liaison with Site Manager
* Six mobile sink units in the playground for use by the children
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| Spread of infection in communal areas | High | * Face coverings should be worn when moving around the premises, outside of areas where adults are working with children, such as in corridors and communal areas. This applies to staff and visitors, including children aged 11 or above. This is a temporary measure.
 |
| Risk of spreading virus due to incorrect removal of face mask |  | * Donning and doffing video and poster shared with staff
* If arriving at school using a face mask, children are requested to adopt the following procedures:
	+ Do not touch the front of their face cover during use or when removing it;
	+ Wash hands immediately after removing mask;
	+ Dispose of temporary face coverings in lidded bin or reusable face coverings in a plastic bag they can take home with them;
	+ Wash hands again before heading to classroom.
* Staff to adopt the same procedures when donning and doffing any PPE equipment.
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| Lack of Ventilation | High | Occupied spaces need to be well ventilated through natural ventilation e.g.: * Opening windows (in cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).
* Opening internal doors
* If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
* When using the Rainbow Room as a learning space, always leave the door open to aid ventilation

To balance the need for increased ventilation while maintaining a comfortable temperature: * Open high level windows in colder weather in preference to low level to reduce draughts
* Increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
* Provide flexibility to allow additional, suitable indoor clothing
* Rearrange furniture where possible to avoid direct draughts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. |
| Contact of shared resources resulting in indirect transmission of the virus | High | * Children encouraged to bring in own stationery equipment from year 1-6.
* Tables, door handles and other surfaces cleaned – where possible during lunch and always after school by contractors
* When marking books, wash hands before and after.
* Children encouraged to wash hands / use hand gel before lessons and after each lesson
* All surfaces left clear at the end of the day for cleaning
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| Emotional distress of children | Medium | * Leaders**,** teachers and pupils are aware of how to spot potential wellbeing or mental health issues and how to respond.
* Individual risk assessments for children with special educational and behaviour needs, to be completed by MB, if appropriate
* Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx>
* Pastoral Lead/BCCS service offered to those children that require extra care
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| Risk of spreading virus due to poor hygiene  | High | Frequent and thorough hand cleaning should now be regular practice. * Hand gel dispenser inside all classrooms
* Hand soap replenished regularly
* Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
* Washing hands poster placed in all washing areas
* Reminders how to wash hands properly – videos and posters
* Six mobile sink units in the playground for use by the children
* Staff to remind/prompt regularly
* Some children with complex needs may struggle to maintain as good hygiene as their peers. This should be considered in individual risk assessments in order to support these children and the staff working with them.
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| Illness | High | * Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/visitors/children enter
* Hand soap replenished regularly
* Tissues on every desk
* Infrared thermometers available from Office and Year5/6
* Isolation room set up in the Aquarium if needed for anyone exhibiting Covid symptoms
* Regular cleaning of touch points to be carried out i.e. table tops, door handles, etc. twice a day
* Adequate cleaning supplies in place. Site Manager, Resources Manager and Cleaning Contractor to monitor
* Six mobile sink units in the playground for use by the children
* Approach to confirmed Covid19 cases in place during the school day i.e.
	+ Which staff member/s should be informed/ take action - Headteacher & Deputy Head
	+ Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated – Aquarium Room
	+ Cleaning procedure in place – Room to be sealed until Site Manager and contractors have been informed.
	+ Arrangements for informing parent community in place Headteacher & Deputy Head
* Plans to respond to increased staffing sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.
* Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.
* Consideration given to the options for redeployment of staff to support the effective working of the school.
* If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.
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| Not all staff are able to work | Medium | * HLTA’s/Cover Supervisors to be used to cover groups where teaching staff are unavailable to work – teachers to plan and oversee the work being delivered
* Individual Risk Assessments for staff to be put in place where necessary
* If the school does not have enough staff available to attend school to meet the needs of pupils who are attending, this may result in a reduction in the number of children accepted on site. Any decisions made, will be discussed in full with the Governing Body.
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| Risk of infection due to lack of cleaning | Medium | * Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.
* Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush*.*
* Hand towels and hand soap are to be checked and replaced as needed by Site manager
* Anti-bacterial spray in each classroom to be used before and after lunch
* Arrangements for longer-term continual supplies of cleaning products are in place
* Hand sanitiser available throughout the school
* Lidded bins in classrooms, emptied regularly
* Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach - some children with complex needs will struggle to maintain as good respiratory hygiene as their peers. . If this is the case, an individual risk assessment will be put place, in order to support these children and the staff working with them.
* Waste disposal process in place for potentially contaminated waste.
	+ Waste bags and containers - kept closed and stored separately from communal waste for 72 hours
	+ Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).
* In the event of the cleaning team falling ill and contractor not providing a suitable replacement, the site manager will take on the cleaning routine, using contractor products, until their return.
* Doors to remain open wherever possible to avoid hand contact.
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| Close contacts of someone with Covid | Medium | Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:* they are fully vaccinated
* they are below the age of 18 years and 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reasons.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. We would encourage all individuals to take a PCR test if advised to do so.Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. |
| A child or adult exhibiting Covid symptoms | Medium/High | * If anyone in the school becomes unwell with a new and persistent 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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19).
* If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
* Other members of their household (including any siblings) should self-isolate from when the symptomatic person first had symptoms.
* Set standard routine.
* Allocate a room to be used for isolating purposes (the Aquarium).
* Ensure infrared thermometers are available to check temperature (office/Year 5/6 areas).
* Approach to confirmed Covid19 cases in place i.e. if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. The HT should be informed (and in her absence a member of SLT) immediately. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, a shield should also be worn
* 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. Staff looking after the pupil should ensure that a notice is placed on door, showing the bathroom is temporarily out of use, until it can be cleaned.
* Staff who exhibit symptoms of the virus should be booked in for a test and asked to self-isolate until the tests results come back. Staff to book themselves in as soon as possible
* Parents of a child displaying Covid symptoms need to be notified and asked to collect their child immediately. It is the school’s expectation that their child should be booked in for a test. Parents should book a test via NHS testing and tracing for coronavirus website, or order by telephone via 119. Remind parents that their child will be unable able to return to school unless the test result is negative or they have self-isolated for 10 days
* Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
* Adult or pupil with suspected virus should wear a mask; however, younger children must not be caused undue stress if uncooperative
* All areas touched by the symptomatic adult or child, along with the Aquarium, to be deep cleaned
* By following Government, DfE and local health protection team advice etc., we are confident about the steps that we need to take to contain any outbreak.
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| Positive case/s |  | * If there is a confirmed case within school, the school should inform Public Health on **0300 303 8687** and Essex CC: **0300 303 2698** schoolscommunication@essex.gov.uk
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| **If a parent/ carer insists on a symptomatic pupil attending school** |  | * In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.
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| Forest School | Medium/High | * A maximum of 15 children per small group limited to Year 1 and Foundation children
* Frequent Handwashing at the beginning of the session and during where necessary
* Hand washing and sanitising during the session after use of any equipment and before moving onto the next activity

Children to use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) - some children with complex needs will struggle to maintain as good respiratory hygiene as their peers. If this is the case, an individual risk assessment will be put place, in order to support these children and the staff working with them.* Children encouraged not to touch mouth, nose, eyes
* Outdoor classroom toilet to be cleaned before and after FS sessions
* Outdoor classroom bins to be emptied daily
* Clean door handles and keep doors wedged open where possible
* Boxes of tissues on site
* Children to bring water bottles
* Adults to use a jug to refill water bottles during the session
* Staff must ensure that they take all appropriate precautions personally - to avoid transmission
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| Educational Visits |  | * Members of staff involved in the trip should undertake full and thorough risk assessment, ensuring public health advice is included regarding hygiene and ventilation requirements. Teaching staff to receive up-to-date educational risk assessment procedures (September INSET)
* Given the likely gap in Covid-19 related cancellation insurance, staff need to ensure any new educational trips have adequate financial protection in place.
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| Contractors coming into the school to carry out work.  | Medium | * Wash hands and/or apply hand sanitiser when entering the property
* Wash hands and/or apply hand sanitiser when exiting the property
* Comply with school safety notices
* Request notification of specific requirements from company/contractor re. recommendations for their workers
* Ask contractor to report any breaches or concerns immediately to Headteacher or Business Manager
* Request that any equipment provided by contractor is cleaned between premises as well as rooms on site
* Review constantly
* Contractors to follow School Site arrangements in addition to own company risk assessment. Contractors to advise Headteacher or Deputy Head of any concerns for their safety when on school premises.
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| Full Kitchen closure due to a number of Covid-19 cases. | Medium | * Deep clean of kitchen to be organised as soon as possible.
* Sign to be placed on kitchen door asking staff not to enter until a deep clean has taken place.
* AF to contact suppliers and cancel any deliveries
* Day 1 – LR/UR to prepare cold lunch for UFSM, FSM and any children that have signed up for a school dinner.
	+ Wraps to be ordered and stored by AF
	+ Disposable lunch boxes, napkins and spoons to be ordered and stored by AF
	+ UR/LR to visit Tesco to purchase: cheese, ham, fruit, yoghurt and jelly
	+ Any utensils taken from the kitchen to be put through the dishwasher
	+ Year 6 dining table to be disinfected and used as a work station by LR/UR
	+ UR/LR to use masks and gloves when preparing food
	+ Gloves should be changed when preparing food for each year group
	+ Order to be placed with Raynors to ensure packed lunches are available for the following day – ensure allergies are catered for i.e. dairy, and that the packed lunches are nut free
	+ Contact parents to inform them that a member of the kitchen team has tested positive, outline meal plans for UFSM/FSM, and request that all other children bring a pack lunch for the next 14 days.
* Day 2 – Raynors to deliver packed lunch
* UR/LR/VW to support lunch service
 |
| Contingency Plan: Risk of full or partial closure of the school or the quarantining of individual children as a result of Covid-19  | Medium/High | * Schools subject to the remote education temporary continuity direction are required to provide remote education.
* Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated (see Remote Learning Plan).

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| **Responding to an outbreak of COVID19** |  | If we have several confirmed cases within 14 days, we may have an outbreak. For advice the HT should call the dedicated advice service; DfE helpline **0800 046 8687** and select option 1 A director of public health might advise a setting to temporarily reintroduce some control measures. This may include face coverings and/or bubbles. (See Outbreak Management Plan below). |

**Outbreak Management Plan**

These measures will only ever be considered as a last resort and for the shortest amount of time possible

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* Staff Code of Conduct including confidentiality
* Data Protection
 | **Additional Information:***https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance* |

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| **Risk** | **High Medium Low** | **Control Measure** |
| Preparing Buildings and Facilities | Medium | * Ensure entry and exit routes to the school are in place with any physical changes and/or signage required to allow social distancing.
* 2-meter markers are present on floors.
* One-way system in place to enter and exit the school. Signage in place. Staff to support stakeholders in use of system.
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| PPE | Medium | * Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. These measures will be in place until Easter.
* Face visors or shields should not be worn as an alternative to face coverings. If used, they should be cleaned properly on a regular basis by the wearer.
 |
| Risk of spreading virus due to incorrect removal of face mask |  | * Donning and doffing video and poster shared with staff
* If arriving at school using a face mask, children are requested to adopt the following procedures:
	+ Do not touch the front of their face cover during use or when removing it;
	+ Wash hands immediately after removing mask;
	+ Dispose of temporary face coverings in lidded bin or reusable face coverings in a plastic bag they can take home with them;
	+ Wash hands again before heading to classroom.
* Staff to adopt the same procedures when donning and doffing any PPE equipment.
 |
| Lack of information for parents, children, staff and Governors | Medium | * Governors have oversite of full re-opening plans and risk assessments.
* Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.
* Union representatives informed of full re-opening plans.
* Risk Assessment shared with Rosary Trust
* Updated Risk Assessment published on website.
* Communications with parents on the:
* Social distancing plan
* Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning
* Attendance
* Uniform
* Transport
* Behaviour
* Test and trace
* Staggered start and end times
* Expectations when in school
* Contingency plans

Pupil communications around:* Changes to timetable
* Social distancing arrangements
* Staggered start times
* Expectations when in school and at home
* Travelling to and from school safely (Year 6)

 On-going regular communication plans determined to ensure parents are kept well-informed |
| Lack of social distancing in classrooms resulting in direct transmission of the virus. | High | * Children to remain in whole class bubbles.
* Remove excess furniture to increase space
* Tables and chairs should be set up in rows so that no children are facing each other (Foundation will not need to adopt these seating arrangements.)
* Set seating plans to be put in place so children sit at the same desk every day.
* Children reminded of the social distancing charter created for and with the children in September (this should Include instructions on how to line up, use of toilet, moving around the classroom etc)
* Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence.
* Covid Home School Charter to be updated and shared with parents electronically
* Lessons planned for individual and paired work (not group work)
* Feedback – using large whiteboard and visualizer and interactive whiteboard
* Marked out area for the teacher – 2 metre distancing at front of room and perspex shield on desk.
* Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. PPE to be worn, if required – staff member to make personal assessment.
* If close feedback or communication is needed, this should be side to side not facing the child.
* Conversations in the classroom from adult height, where appropriate.
* Each pupil should have their own set of resources on their desk, to limit movement around the class.
* Coats kept on pegs – children sent in small groups to hang up and collect coats.
* Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing. PPE to be worn, if required – staff member to make personal assessment.
* Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly by classroom support staff, along with all frequently touched surfaces.
* Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently by classroom support staff, meticulously and always between bubbles. Support staff should wear appropriate PPE to carry out this task.
* Ensure good ventilation, for example, by opening doors and windows.
* Where a child with SEND finds social distancing and respiratory hygiene difficult to maintain and needs 1:1 provision, use sneeze screen positioned on LSA’s desk to prevent transmission of the virus. PPE to be worn, if required – staff member to make personal assessment.
* Playground zoned and lunches and playtime staggered to avoid mixing of bubbles – rota in place.
* Carpet time – children should be widely spaced and facing forward.
* When possible, one-way system to be used when moving through the school. Staff to support stakeholders in use of system.
* *Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff, invite comment/collaboration* [*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)
* *All staff using this risk assessment have a duty to inform Headteacher/SLT immediately if there are any infringements of these controls or if they have any concerns.*
 |
| Lack of social distancing waiting to enter school in the morning and afternoon, resulting in direct transmission of the virus | High | * Social distancing floor markers positioned outside the front entrance to the school
* Instructions shared re social distancing between families in the morning, with parents and children
* Signage for parents displayed outside the EYFS/KS1 gates
* Signage about social distancing displayed around each school entrance (front and gate)
* A member of staff to be on duty to supervise (where possible, this will be the HT and SBM)
* Staggered drop off and pick up times for different year groups
* Parking restrictions re. entering or leaving site for staff during drop off/collection periods to allow for social distancing of children and parents.
* Notices in the newsletter letter reminding parents to wear a mask and socially distance.
 |
| Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus | High | * Staggered playtimes
* Playground split into 4 zones
* When dry, the school field will be zoned and timetabled for different year groups
* Reduced playtime equipment e.g. hard surfaces that can easily be cleaned (bucket of equipment per year group)
* Games discussed with MDA’s and shared with children which encourage social distancing in the playground.
* Where possible, one-way system to be used when moving through the main school building.Staff to support stakeholders in use of system.
 |
| Lack of social distancing when eating lunch resulting in direct transmission of virus | High | * Staggered lunchtimes
* The hall will be split into two with both sets of children separated into class bubbles
* Foundation/Year 1/Year 2 will eat in the hall – to be supervised by MDA/LSA’s whilst eating
* Year 3 /4 to collect lunch and bring to classroom – to be supervised by LSA’s whilst eating.
* Year 5/6 to eat in the hall – supervised by MDA/LSA’s whilst eating
 |
| Social Distancing Measures | High | * Pupils (and where possible staff) should remain in their bubbles.
* Set organisational routines and measures to be shared with children, staff and parents (e.g. staggered starting times, shared classes, staggered break and lunch times, etc.).
* 2 metre floor stickers to be placed along school corridor.
* Social distancing marks to painted on lead into school, on the playground and on the path leading to the junior toilets
* One-way route through main school building
* Inform parents that social distancing in the school setting will be very difficult. May not be possible 100% of the time and appeal for their co-operation in complying when on school grounds.
 |
| Cars driving into car park during the middle and end of day collection times.  | High | * Staff and parents informed that the car park will be closed during drop-off and collection times (8:30am until 9:00am and 3:00pm until 3:20pm).
* No one is permitted to double park at the front of the school
 |
| Catering | Medium | * Arrangements in place to provide food on site, including the requirement of universal free school meals.
* Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.
* Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups
* Arrangements for food deliveries is in place
 |
| Emergency Evacuation | Medium | * Revised evacuation procedures are confirmed, and signage accurately reflects these

*NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing* * Revise evacuation procedure and share with all staff and children
* Carry out a fire drill
* Ensure that areas used by contractors still allow for Emergency Evacuation procedures as well as secure screening to prevent access by children.
 |
| The Ark – Before and After School Club | High | * Arrangements to return any furloughed staff in place.
* The Ark will be split into 3 groups: Infants, Lower KS2 and Upper KS2. Kit
* Each group will be separated into sub-groups in accordance with their class bubbles
* Foundation will not be invited to join the Ark, until at least after half-term
* As in class, social distancing will be enforced to minimise risk of cross contamination
* Parents will be required to book a week in advance and children will **not** be accepted unless this has been done
* Ark Leads will distance themselves from the children as much as possible, avoiding any face-to-face contact
* All equipment will need to be cleaned thoroughly between each use by Ark staff.
* Ark Leads will be allocated a consistent bubble
* PPE equipment will be available, if required
* Individual Risk Assessments will be put in place where necessary
* If staffing becomes an issue due to sickness, parents to be informed that the provision may need to be cancelled at short notice
* Staff must ensure that they take all appropriate precautions personally - to avoid transmission
 |

**APPENDIX A**

**The beginning and the end of the day – Staggered start and finish times**

Staggered start and finish times should not reduce teaching time (25 hours per week).

|  |  |  |
| --- | --- | --- |
| **Class** | **Arrival** | **Departure** |
| FoundationEnter/ExitMain Entrance | 8:35am | 3:00pm |
| Year 1Enter and exit via Year 1 Gate | 8:40am | 3:00pm |
| Year 2Enter and exit via Year 2 Gate | 8:45am | 3:10pm |
| Year 3Enter and Exit via Main Entrance | 8:55am | 3:20pm |
| Year 4Main Gate | 8:35am | 3:00pm |
| Year 5Main Gate | 8:45am | 3:10pm |
| Year 6Main Gate | 8:55am | 3:20pm |

**Playtime and Lunch Breaks Rota**

Each Year Group to stick in their zoned area when on the playground.

Field to be divided into thirds, using plastic tape – timetable put in place for shared use

LSA plus member of the SLT to help with lunch service – any time spent helping with lunches should be reclaimed at some point during the day.

MDA’s in the playground to supervise and ensure handwashing is taking place.

|  |  |  |  |
| --- | --- | --- | --- |
| Class | Playtime | Lunchtime in the hall | Outdoor break |
| Foundation | 9:45-10:00 | 11:15-11:45  | 11:45- 12:15pm (Zone 3) |
| Year 1 | 10:00-10:15  | 11:40-12:10 | 12:10 - 12:40 (Zone 1) |
| Year 2 | 10:00-10:15  | 11:45-12:15 | 12:15 - 12:45 (Zone 2) |
| Year 3 | 10:20-10:35  | 12:20-12:45 (Class) | 12:45 - 13:20 (Zone 3) |
| Year 4 | 10: 20-10:35  | 12:25-12:50 (Class) | 12:50 - 13:25 (Zone 4) |
| Year 5 | 10:40-10:55  | 12:45-13:00 | 12:30-12:45 (Zone 3) 13:00 -13:30 (Zone 1) |
| Year 6 | 10:40-10:55  | 12:50-13:00 | 12:30-12:50 (Zone 4) 13:00-13:35 (Zone 2) |