

Risk Assessment – Coronavirus

Phased reopening of schools June 2020

Children

1. DfE advice acknowledges that it will be very difficult to maintain 2 metre social distancing with both Early Years and Primary pupils. Passing in corridors is deemed as low risk, however the following steps have been taken to maintain social distancing.
 - a. Movement around the school will be significantly restricted. Children will not be allowed to move outside their classroom. Movement outside the classroom will be restricted to toilet visits and access to outdoor activities.
 - b. Children will be put into distinct groups (BUBBLES) of 8-12 children (dependent on individual classroom size) with identified members of staff who will work with them at all times in a named classroom.
 - c. The children of key worker children will similarly be grouped with a maximum number of 12 per group.
 - d. Personal belongings will be located either within the classroom or in a designated cloak room for each group.
 - e. Playtimes and lunch times will be staggered and will be in the distinct groups as above. Playgrounds will be zoned to accommodate this.
 - f. Equipment on the playground will be limited to avoid unnecessary contact.
 - g. Lunch time will be timetabled to ensure that playground distancing can be maintained. Lunch will be eaten in the designated classroom. Cleaning and hygiene equipment will be available in each classroom.
 - h. School lunches in the form of Grab Bags will be delivered to each classroom by catering staff. Other children will eat their own packed lunch in the classroom. Tables will be cleaned.

2. Learning
 - a. Teachers will continue to plan Remote learning for all pupils in their class both those attending school in either Nursery, Reception, Year 1 and Year 6 attending school or choosing not to attend school, and for other pupils either attending school as either vulnerable or Key Worker children, and those not attending school in Years 2, 3, 4 and 5. This learning will be based around Maths, English, Topic, RE, PSHE, Physical Activity and Class based worship.
 - b. Learning in school will be supported by the dedicated staff for each learning group within the classroom and by teams of remote teachers, who due to restrictions have to work from home, for all other pupils.
 - c. The classroom environments will be adapted to minimise risk. This includes the removal of all soft furnishings, soft toys, and those toys with intricate parts eg Lego.
 - d. Each child will work from their own dedicated desk which will be spaced as much as the classroom can accommodate. Excess desks and chairs will be removed to support this.
 - e. Children will be allocated personal stationery/equipment where possible.

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- f. Where possible all shared equipment will be cleaned at least daily.
- g. All remote learning in school for year groups N, R, Y1, Y6 will be accessed via classroom white boards due to the limited availability of equipment, which will be required for Key worker children. This also restricts the shared use of such equipment.
- h. No toys from home.

Parents

1. School start and finish times will be staggered to reduce the number of pupils and parents accessing the building at any one time.
2. In line with DfE advice, parents are asked to walk or cycle where possible, and to avoid using public transport.
3. There will be no access to school car parks.
4. We ask that where possible only 1 parent brings their child and that parents avoid congregating around the school gates and entrances.
5. Different groups of pupils will be directed to a specific entrance to minimise contacts.
6. Access to the office will be restricted to appointment only. All parents are asked to communicate via telephone, email or other electronic devices as appropriate to the individual school.
7. Parents are advised that if their children present any symptoms then they must follow Government advice and self-isolate. Tests are now available.

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Staff

1. In order to reduce contacts, all staff available to work in school will be allocated to a dedicated group of no more than 12 children, or to a specific role within school.
2. Breaks will be staggered to limit the number of staff accessing shared areas.
3. On entry to school, staff will be asked not to use the touch screen facility on INVENTORY, but to utilise the non touch electronic version.
4. Staff are advised that if they present any symptoms then they must follow Government advice and self-isolate. Tests are now available.
5. Staff will continue to plan work for their class, they will support the learning of the children in their dedicated BUBBLE group. Teachers who are not available to be in school will pick up the responsibility for marking and responding to all those children learning remotely.
6. PPA will be on Friday pm, as school will close at 1pm on Fridays. This will facilitate PPA and cleaning.
7. Attendance/registration – BUBBLE staff will be responsible for completing a group attendance register. This will be collected from each BUBBLE room by premises staff and delivered to the school office. Admin staff will follow existing school procedures to follow up absences where parents have indicated that their children will attend school. Admin staff will keep BUBBLE attendance registers for use in the event of an emergency evacuation. Existing evacuation points will be used, but children will line up in class BUBBLES and will maintain a 2 m distancing.
8. Safeguarding procedures and policies will be maintained. Named Designated Safeguarding Lead will always be available on site.
9. Behaviour policies will be updated as necessary at individual schools.
10. Extracurricular activities and clubs will be suspended. There will be no wider curriculum opportunities to enable the BUBBLES to remain safe.
11. Further advice is being sought on Before and After school, as Key Worker children may be in school from 8.30 – 4.30 in some schools. The Key worker children in those year groups will finish school at 3.15/3.30pm and advice sought as to how to manage siblings in these different groups.
12. Staff communication – no face-to-face briefings. Online meetings only. Headteachers will maintain regular online contact with all staff.
13. LTT SLT will monitor staffing levels and review BUBBLES as appropriate.
14. LTT SLT identify staff not available for working in school in line with DfE guidance. They will continue to work from home setting work and responding to remote learning communities as directed by the HT.
15. HT agree with individual staff alternative working arrangements as appropriate.
16. HT to work with staff to agree and manage workload for those staff working in school and those working from home.
17. Staff training – all staff to be updated re policies and procedures as appropriate.
18. Pastoral staff to be identified to support children returning to school.

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Protective Measures

1. Toilets – only 1 person at a time (Pupil and adults).
2. Illness- If a child or adult displays Covid-19 symptoms they will be taken to the identified isolation room. Masks, aprons, gloves and cleaning products will be available. The room will be well ventilated. Admin staff to contact parents. Pupil/staff member will be self-isolated for 7 days/ 14 days for a family member testing positive and the BUBBLE will also be sent home for self-isolation.
3. School office will be staffed but will remain closed for visitors other than by prior appointment/deliveries. All communication will be via phone/email.
4. Staff will sign in electronically via inventory and will not use the Touch Screen option.
5. First Aid packs will be available in each BUBBLE for minor injuries. For other injuries, children will access First Aid Treatment through the office.
6. Infection/Protection/Control – Thorough Hygiene practices will be adhered to at all times. Regular handwashing in designated places. Maintaining social distancing. Catch it, Bin it, Kill it messages shared. Cleaning equipment available in classrooms. Classroom layout considered. Touch surfaces regularly cleaned.
7. Classroom environment- space between desks/seats to be maintained where possible.
8. Remove unnecessary items to create more space.
9. Remove soft furnishings and toys and those with intricate parts eg Lego
10. Regular/daily cleaning of toys/equipment.
11. Same workspace – staff and child
12. Reduced movement around school i.e. only leave BUBBLE classroom to visit toilet or to gain access to outdoor play areas/exits.
13. Keep personal belongings to a minimum and within own classroom/cloakroom.
14. Children allocated personal stationery, which will remain at individual workstation.
15. Schools will close on Fridays at 1pm to enable weekly deep cleaning.
16. Hygiene packs available in all areas.
17. If pupil numbers are low, staffing in school will be reviewed and reduced.

Cleaning and Hygiene

1. Friday pm Deep clean weekly
2. Daily – clean surfaces, desks, chairs, toys, books,
3. At least Daily – clean toilets, light switches, bannisters, doors, door handles, sinks, floors
4. BUBBLE staff to ensure that all children wash hands on every entry into building, toilets and before eating.
5. Finance Director to work with premises staff to ensure that there are adequate supplies of cleaning and hygiene products.

External Contractors

1. HT at each school to liaise with Catering contractor.
2. Hot meals service suspended and Grab Bag lunches to be provided or children to bring a packed lunch.
3. Kitchen staff to deliver grab bags to each BUBBLE.
4. FSM awaiting further advice.
5. Only essential work to be undertaken.
6. All curriculum support contracts suspended.