

# School reopening: risk assessment



AGREED BY GOVERNORS: Date 05/08/2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE CONSIDERED	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	PROTOCOLS IN PLACE/ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Anyone showing symptoms will be isolated in the side foyer entrance to the school. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these</p>	Senior Leadership Team	September 2020	<p>Parents and Staff need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• Book a test if they are displaying symptoms.</li> <li>• Provide details of anyone they have been in close contact with if they were to test positive.</li> <li>• Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19</li> <li>• Staff who work in education have priority access to testing and are expected to book a test if they have symptoms. This can be done online</li> </ul>

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		<p>will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> </ul>			<p>through the NHS testing and tracing for coronavirus website or ordered via telephone on NHS 119.</p> <p>Staff and parents should inform the school immediately of the results.</p> <p>Children in key stage 1 will have seating plans for the carpet area and tables. Phonics groups will also have seating plans. This will allow the school to identify close contacts with other pupils.</p> <p>Infant children are not able to socially distance and will be playing with each other in nursery, reception, on the playground and during choosing times. Each class bubble will not have contact with other classes. However, there will be times when additional bubbles are created, such as phonics sessions.</p>

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		<ul style="list-style-type: none"> <li>Travelling in a small car with an infected person</li> </ul> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>Their allocated drop off and collection times, with different groups being given different times</li> <li>The protocols for minimising adult to adult contact</li> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul>	Senior Leadership Team	September 2020	<p><b>Grouping children together and avoiding contact between groups</b></p> <ul style="list-style-type: none"> <li>The school will continue to operate a staggered start and end to the day.</li> <li>Groups will be staggered by year group, not classes.</li> <li>➤ Year 2 - <b>start</b> 8.30 to 8.40 <b>home</b> 2.10 to 2.20</li> <li>➤ Year 1 – <b>start</b> 8.40 to 8.50 <b>home</b> 2.20 to 2.30</li> <li>➤ Nursery – <b>start</b> 8.50 to 8.55 <b>home</b> 2.50</li> <li>➤ Reception – <b>start</b> 8.55 to 9.05 <b>home</b> 2.30 to 2.40</li> </ul>

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					<ul style="list-style-type: none"> <li>• The school car park will be closed between 8.30am and 9.15am and between 2pm and 3pm.</li> <li>• Teachers will collect their children from the playground</li> <li>• Parents cannot enter the school without an appointment.</li> <li>• Staff cannot engage in conversation with parents at the gate and will need to communicate by email or phone if necessary.</li> <li>• Only one parents should accompany their child to school unless they have a special need that requires the support of two parents.</li> <li>• The school path is marked to support social distancing.</li> <li>• Children will need to leave their parent at the gate, but school will do all it can to support children with this.</li> </ul>

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Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>			<ul style="list-style-type: none"> <li>• Office staff will sign staff in and out of the building.</li> <li>• The front and inner door will be open at the beginning of the day (before children arrive) to allow access to staff without the need to touch doors.</li> <li>• On entering and leaving the school, staff must use the hand sanitiser provided in the school entrance</li> <li>• Alcohol based products are not permitted in classrooms, so handwashing will be the main form of hand hygiene.</li> <li>• All staff and children should wash their hands regularly and thoroughly during the day. A timetable is in place for children. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-">https://www.nhs.uk/live-well/healthy-body/best-way-</a></li> </ul>

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					<p><a href="#">to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• Premises staff will ensure that all wash facilities remain well stocked with soap and paper towels</li> <li>• Staff and children will understand protocols around 'catch it, bin it, kill it.'</li> <li>• Classes will be provided with tissues and adequate bins.</li> <li>• Posters will be displayed to remind staff and children.</li> <li>• Very young children will need support with this and staff must maintain hand hygiene if support is given</li> <li>• Staff and children should be encouraged to use the crook of their elbow rather than their hand to cover coughs</li> <li>• In the rare event of a child</li> </ul>

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					<p>having behaviour needs that include spitting; staff should move away from the child and surfaces must be disinfected as soon as possible.</p> <ul style="list-style-type: none"> <li>• Good ventilation should be in place – windows open. Fire doors must remain closed.</li> </ul>
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> </ul>	Senior Leadership Team	September 2020	<ul style="list-style-type: none"> <li>• Regular cleaning will take place during the day. Premises staff will wipe classroom tables during morning and afternoon play.</li> <li>• Door handles and handplates will be disinfected twice during the day.</li> <li>• Adult toilets are cleaned once during the day</li> <li>• Children’s toilets are cleaned twice during the day</li> <li>• Classes will have their own playground equipment and any shared equipment will be cleaned before being shared.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, bookbags.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p>			<ul style="list-style-type: none"> <li>• At the end of the day, all classrooms will be cleaned thoroughly.</li> <li>• The Premises Officer will clean high contact areas of the school during the day: toilets (child and adult), door handles and fingerplates, light switches, classroom tables at break and after lunch, staffroom tables and high touch areas after break and lunch.</li> <li>• Although regular cleaning will be carried out by the Premises Officer, packs of wipes will be available in the staffroom and all adult toilets for staff to use should they wish.</li> <li>• Children in key stage one will be provided with individual pencil cases and equipment</li> <li>• High use equipment will be cleaned regularly.</li> <li>• Children should have access to books, but books being returned from home should</li> </ul>

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		<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			<p>be stored for 48 hours before going back into general circulation.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible</p> <p><b>Grouping children together and avoiding contact between groups</b></p> <p>Pupils will be kept to their class groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance.</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.</p>	<p>Senior Leadership Team</p>	<p>September 2020</p>	<ul style="list-style-type: none"> <li>• Children will remain in their class bubbles as much as is possible</li> <li>• Key stage one classes should develop a basic seating plan for both the carpet and tables so close contact tracing could be established if necessary</li> <li>• Year 1 children may move to different rooms for phonics and teachers should develop a seating plan for these sessions so close contact tracing can be established if necessary</li> <li>• There will be no large group assemblies at this time, but</li> </ul>

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		<p>Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>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>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can. This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</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 should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			<p>single class assemblies will be introduced after children have settled.</p> <ul style="list-style-type: none"> <li>• Any lessons involving singing will not be done with the whole class (max 15) and should be done outside wherever possible. Review over time.</li> <li>• Playtimes will be staggered to keep groups separate wherever possible.</li> <li>• Initially all PE slots will be planned for outside</li> <li>• Children should come to school in their PE kits on PE days</li> <li>• Once the hall is being used for PE, additional cleaning protocols will be introduced</li> <li>•</li> </ul>

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p><b>Guidance suggests arranging classrooms with forward facing desks</b></p>			<p>The senior leadership team believe that this arrangement is not appropriate with the youngest children in the school (Nursery, Reception and Year One).</p> <p>Tables in Year 2 will be arranged so that children are not directly facing other children.</p> <p>Carpet areas will be made a spacious as possible so teachers are one metre + in front of the first row of children.</p> <p>Staff should be aware of their physical position when working with children and should avoid face to face encounters wherever possible. Staff should arrange for children to stand next to them when looking at work and should try to give ongoing feedback when standing behind children seated at desks.</p> <p>The emotional wellbeing of children should always be prioritised and young children should be given</p>

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					appropriate care when hurt or upset.
Spreading infection due to excessive contact and mixing in meetings		<p><b>Staff will maintain distance from pupils and other staff as much as possible</b></p> <p>Wherever possible, pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors use will be kept to a minimum.</p> <p>All shared rooms, such as halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding.</p>	Senior Leadership Team	September 2020	<ul style="list-style-type: none"> <li>• General daily communication between teaching staff and admin staff will take place via walkie talkies</li> <li>• Admin staff will do photocopying.</li> <li>• Each classroom will have an in-tray and an out-tray that will be located outside of their classroom where photocopying should be requested and collected.</li> <li>• The premises officer will deliver fruit and milk to classes in the morning. Children will be offered the fruit of the day and not a choice as this potentially leads to over handling of the fruit.</li> </ul>

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		<p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical 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>Consider whether it is possible to provide before and after school care at this time while maintaining group social distancing.</p>			<ul style="list-style-type: none"> <li>• Staff will socially distance when talking to colleagues.</li> <li>• Some children will eat in the hall, but this will be limited to no more than two classes and tables will be socially distanced.</li> <li>• Children eating in the hall will have a seating plan so close contact can be traced if necessary.</li> <li>• Some classes will be served their lunch in classrooms</li> <li>• The staff room is set up to ensure that staff can remain social distanced.</li> <li>• Staff meetings will take place with social distancing and good ventilation in place. (outside whenever possible)</li> <li>• PPA timetabling will ensure that the number of staff in</li> </ul>

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					<p>bonsai room are kept to a minimum (two maximum)</p> <ul style="list-style-type: none"> <li>• Children will enter the classroom through the external fire doors in the main buildings and the huts.</li> <li>• Wherever possible, classes should use the outside of the building to move around the school. The corridors should remain as clear as possible.</li> <li>• Playtime rotas will allow for groups of children to remain separate.</li> <li>• We will discuss with chartwells whether it is possible for children to collect their main and desert at the same time to avoid movement around the hall.</li> <li>• We are able to continue to provide each class in the main</li> </ul>

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					<p>building with a toilet.</p> <ul style="list-style-type: none"> <li>In the huts, Badger Class will use the single toilet block and Squirrel and Mouse Class will use the larger toilet block.</li> <li>Phonics groups will be happening in year one. These sessions will take place prior to play, so children will go to play directly from their phonic sessions and then wash their hands prior to returning to their main classroom.</li> <li>The school will not be running breakfast or after school club during the Autumn term – this will remain under review for January</li> </ul>
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed</p>	Senior Leadership Team	September 2020	All checks up to date.

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		<p>to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> <li>• 3.5m<sup>2</sup> per child for children under 2 years old</li> <li>• 2.5m<sup>2</sup> per child for 2 year olds</li> </ul> <p>2.3m<sup>2</sup> per child for children aged 3 to 5 years old</p>			<p>Fire drill planned for first week back.</p> <p>Agreed</p> <p>Agreed</p> <p>In place</p>
Spreading infection due to the school environment		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Senior Leadership Team		All meetings will be conducted following Government Guidelines. Staff meeting will be held with social distancing in place and outside whenever possible.