

School reopening in September 2020: Risk Assessment

RAG rate our control measures

Each control measure is marked in the appropriate colour, to make it clear how prepared we are for each measure being in place for the autumn term.

Red: this measure cannot be put in place in our school

Amber: this measure isn't in place yet, but can be in place for the autumn term

Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	Staff Pupils Contractors Visitors	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing 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. Child will be isolated in the medical room, supervised by the Office staff – see this guidance for help with this. 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"> If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask 	Evelyn Chua Jill English (SLT)	June 1st 2020 Rating: Green	A comprehensive school protective protocol and dropping and collecting arrangements full in place and implemented rigorously by all staff.

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		<ul style="list-style-type: none"> • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>No testing kits available in school and parents/staff will be advised to seek guidance from GP or NHS 111 to be tested, especially for parents/carers collecting symptomatic children, and to staff who've developed symptoms at school.</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 decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. 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"> • The pupils and staff in each group. • Any close contact that takes place between children and staff in different groups. 			<p>Timely scheduled deep cleaning of whole school – once every half-term or when necessary as indicated in Risk Assessment protocol</p> <p>Postages and signs displayed all over the school, especially in</p>

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		<p>Close contact means:</p> <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <p>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</p> <p>Travelling in a small car with an infected person</p> <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>			<p>washrooms and toilet facilities.</p> <p>Guidance sent home to all parents to inform them of the school's protocol if a case of infection is identified.</p>
<p>Contact with coronavirus when getting to and from school</p>		<p>All pupils will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Scheduled staggered drop-off and collection times for all classes, leaving from different entrance doors and advice to parents to cycle to school and avoid buses or trains during peak hours.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p>	<p>Evelyn Chua</p>	<p>Rating: Green</p> <p>Rating: Amber</p>	<p>Repeated guidance will be sent to all parents in September 2020</p>

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		<ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact with the use of different entrances and exits, marking out spots to queue and hand washing and sanitization before going into classes. • That only one parent/carer should attend • Not to gather at entrance doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Sanitizers placed near sink in the hall, washrooms, by the entrances and exits to the school and in all rooms/offices used by staff and pupils.</p> <p>Everyone in school will:</p>	<p>Classteachers Meal Supervisors Teaching Assistants</p>	<p>Rating: Green</p>	<p>Procedure in place since June 1st and implemented effectively by all staff</p>

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		<ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <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. Skin friendly cleaning wipes can be used as an alternative. 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>Bins for tissues will be emptied throughout the day.</p>			
Spreading infection through contact with		<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"> Banisters Classroom desks and tables 	Pascal de Souza Classteachers Teaching Assistants	Rating: Green	Procedure in place since 1 st June and implemented effectively by all staff

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coronavirus on surfaces		<p>Bathroom facilities (including taps and flush buttons)</p> <p>Door and window handles</p> <p>Furniture</p> <p>Light switches</p> <p>Reception desks</p> <p>Teaching and learning aids</p> <p>Books and games and other classroom-based resources</p> <p>Computer equipment (including keyboards and mouse)</p> <p>Sports equipment</p> <p>Hard toys</p> <p>Telephones</p> <p>Fingerprint scanners</p> <p>Outdoor play equipment</p> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. 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, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. All classroom furniture, e.g. tables and chairs will be sanitized by adults</p>			

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		<p>and if possible the older pupils to assist, at the end of each day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently or sanitized between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <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. A resource pack will be available for pupils to use during school hours. Essential equipment e.g. personal pens, calculators, compass set, etc. brought from home will be sanitized before including them in the resources pack. Any other equipment from home will be discouraged.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or 		<p>Rating: Amber</p>	<p>Protocol will be implemented as of September 2020. However, many guidance within RA is already in place since 1st June and adhered to rigorously.</p> <p>Procedure in place since 1st June 2020</p> <p>Procedure to be implemented from September 2020</p>

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		<ul style="list-style-type: none"> Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <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 decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Staff will wash their hands and surfaces before and after handling pupils' books.</p>			Cleaning procedure fully in place and adhered by staff
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>To balance keeping groups separate in 'bubbles' and maintaining distance between individuals. We will consider:</p> <ul style="list-style-type: none"> Pupils' ability to distance, wherever possible, especially for the younger pupils Keep 'bubbles' in Year groups and on the same floor level The feasibility of keeping distinct groups separate while offering a broad curriculum e.g. KS 2 Rotation, specialist teaching, enrichment activities or projects, etc <p>We have set out these protocols: Pupils will be kept to their class groups.</p>	Evelyn Chua Classteachers Subject Leaders	Rating: Amber To be implemented by September 2020	RA revised to comply with additional guidance set out by the government for the reopening in September.

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		<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 and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</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 activity, 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>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 (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-</p>			

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		<p>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>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. However, some mixing will be necessary, such as for specialist teaching.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Classes will adhere to the scheduled times for arrival and collection and using the two assigned doors as instructed.</p>	<p>SLT Classteachers Teaching Assistants Meal supervisors</p>	<p>Rating: Amber By September 2020</p>	<p>RA revised to comply with additional guidance set out by the government for the reopening in September.</p>

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		<p>Classes will be taking lunches at staggered time scheduled, with partitioning boards to separate two classes using the lunch hall.</p> <p>The Nursery pupils will eat their lunch in the classroom at the scheduled lunch hour.</p> <p>Pupils will play on assigned playdecks (one class per deck) before and after lunch, supervised by at least two members at all times.</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 will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport 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.</p> <p>Toilet use will be managed to avoid crowding. Pupils will queue (orderly) to use the facilities on every floor as necessary.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Use of the technology garden will be encouraged.</p>			

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		<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>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Breakfast or after-school provision will not be resumed in the Autumn term. If and when breakfast club and after-school clubs are resumes, possibly in the Spring term, school will cover the preventative measures using the out-of-school setting guidance. School will to keep pupils in their same groups where possible, but if that's not possible then try to stick to small, consistent groups.</p>			
Spreading infection due to the school environment		<p>Checks to the premises 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 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>The use of lifts will be avoided unless essential.</p>	Evelyn Chua EYFS team Pascal de Souza	Rating: Green	<p>School environment health and safety standards in place since 1st June 2020.</p> <p>On-going checks in a timely manner (every week) will take place to ensure standards are maintained.</p>

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		<p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <p>2.3m² per child for children aged 3 to 5 years old</p>			
Spreading infection due to excessive contact and mixing in meetings		<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>	Leadership Team	Rating: Green	Already in place since 1 st June 2020
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. The individual risk assessments document will be completed as necessary.</p>	Evelyn Chua	Rating: Green	A vulnerable member of staff already shielded since 1 st June and will not be returning indefinitely (until it is safe to do so)

