

**Heber School Re-Opening Risk Assessment**

**Version: Updated 16th November 2020**

**Date for Review:**

- Monthly, or as required should guidance or risk factors change.

**Produced by: Heber School SLT**

**Approved by: \_\_\_\_\_ on behalf of the Governing Body on: \_\_\_\_\_**

<u>Risk (and who might be affected)</u>	<u>Control Measures</u>	<u>Further Action Required</u>	<u>Completed ?</u>
<p><b>Health and Safety of school premises is not ensured</b></p> <p>(All stakeholders)</p>	<ul style="list-style-type: none"> <li>● Water flushing in place during summer holiday period and water temperatures checked.</li> <li>● Water testing is up to date.</li> <li>● Gas &amp; ventilation checks are all up to date.</li> <li>● Refuse collection and pest control measures in place.</li> <li>● Complete run-through of maintenance schedule to take place in advance of Autumn term. This includes: <ul style="list-style-type: none"> <li>- testing of fire, intruder and accessible toilet alarms</li> <li>- gas supply</li> <li>- Kitchen equipment</li> <li>- ventilation</li> <li>- emergency lighting</li> <li>- asbestos</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Confirm water testing satisfactory</li> <li>● Fire alarm to be tested prior to re-opening</li> <li>● Fire doors to be checked</li> <li>● Fire drill to take place monthly on re-opening</li> <li>● Emergency lighting to be tested</li> <li>● Update general maintenance schedule</li> <li>● Window opening mechanisms to be checked for ventilation</li> <li>● Confirm all summer works are signed off and the building is ready for use</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Cleaning and hygiene standards are insufficient</b></p> <p>(All stakeholders)</p>	<p><u>Before school opens</u></p> <ul style="list-style-type: none"> <li>● Full school deep clean taking place during the summer break. Deep clean tasks to include: <ul style="list-style-type: none"> <li>○ Cleaning of all chairs and tables</li> <li>○ Classrooms carpets to be cleaned</li> </ul> </li> <li>● Kitchen deep clean taking place during the summer break.</li> <li>● School fully stocked with all cleaning supplies. Premises staff responsible for restocking as necessary; weekly stock check in place.</li> <li>● Classrooms to be kept clutter free as during the summer term, to aid effective cleaning.</li> </ul> <p><u>When school is open</u></p> <p>Additional members of the cleaning team have been deployed and will remain in place.</p>	<ul style="list-style-type: none"> <li>● Ensure cleaning and sanitising supplies are ready for all classrooms and communal preparation areas (reprographics room, printers)</li> <li>● Ensure all classes are fully cleared before deep clean.</li> <li>● Confirm schedule of cleaning tasks and frequency</li> <li>● Staff to be re-briefed on September Inset Day on cleaning surfaces, resources and hard surfaces during the school day.</li> <li>● Remove excess furniture at the start of the summer break.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	<p><b>Morning cleaner to:</b></p> <ul style="list-style-type: none"> <li>● Sweep outdoor areas</li> <li>● Replenish all stock - soap, toilet roll, hand gel</li> <li>● Spray clean school reception area – front desk, door handles etc</li> </ul> <p><b>Cleaning team to clean all areas at the end of the school day to include:</b></p> <ul style="list-style-type: none"> <li>● Floors - hard and carpeted</li> <li>● Door handles, bannisters, hand rails and metal ‘push’ panels</li> <li>● Tables, desks and shelves</li> <li>● Toilets and toilet walls</li> </ul> <p><b>Additional cleaning measures in place:</b></p> <ul style="list-style-type: none"> <li>● Additional cleaner to be on duty throughout the school day to go into toilets and other key areas between use</li> <li>● Cleaning of all equipment and resources daily by staff</li> <li>● Frequent cleaning of tables and frequently used surfaces such as light switches, door handles, bannisters, hand rails, door opening panels</li> <li>● Frequent cleaning of outdoor play equipment - school staff to clean after each session where this is used and morning cleaner to wipe it down as part of morning routine</li> <li>● Cleaning caddy stationed in every classroom and school office for frequent and regular cleaning of handles and surfaces. To contain anti-bac spray, anti-bac wet wipes, cloths, paper towels, tissues, disposable gloves.</li> <li>● Lidded bins and bin bags to be used in all classrooms for disposal of tissues and other waste.</li> <li>● Soap and hot water available in all pupil toilets.</li> <li>● Soap and water available in all adult toilets.</li> <li>● Anti-bac hand gel dispensers in all classrooms, dining hall, office, toilets.</li> </ul>	<ul style="list-style-type: none"> <li>● Check water supplies in children’s toilets on all floors. ✓</li> <li>● Provide paper towels for staff toilets so staff can open the doors upon exiting and dispose of the paper towel in a bin on the other side. ✓</li> <li>● Confirm cleaner for throughout the school day, brief and ensure regular cleaning of key areas. ✓</li> <li>● Look into installation of sinks into classrooms where sink removed (currently 4P, 5S, 3P) ✓</li> <li>● Detailed government cleaning guidance to be reviewed before the start of term and once available ✓</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Staffing shortages due to virus symptoms, staff childcare issues, staff working patterns or staff health vulnerabilities lead</b></p>	<p>The school has considered the needs of staff with any clinical vulnerabilities and carried out risk assessments as appropriate. These are in place to ensure all staff are able to return to work safely in September based on current government guidelines.</p> <p>All staff to communicate any attendance issues to SLT at the earliest possible opportunity.</p>	<ul style="list-style-type: none"> <li>● Update all risk assessments with clinically vulnerable staff.</li> <li>● Update staff guidance document with staff Covid-19 symptoms protocol and whole school covid-19 protocol.</li> <li>● Create supply staff guidance summary/key things document.</li> </ul>	<p>In progress</p> <p>✓</p>

<p><b>to unsafe staffing levels</b></p> <p>(Pupils)</p>	<p>Staff to be fully briefed on September Inset Day on procedures to follow if they (or anyone in their household) experience possible covid-19 symptoms. Staff to be advised to secure a test as quickly as possible.</p> <p>Staff to also be fully briefed on procedures to follow if they are asked to self-isolate due to a confirmed covid-19 case in their ‘bubble’.</p> <p>The school will consider options for home working where this cannot be avoided as staff are isolating and/or waiting for a test but well.</p> <p>Non class -based teaching staff to cover classes where possible.</p> <p>The school will consider the safe use of supply staff to cover absence. Any supply staff engaged will undergo an induction procedure and health and safety training on procedures and protocols, appropriate to the length of the assignment.</p>	<ul style="list-style-type: none"> <li>Office staff to distribute induction pack for supply staff as and when is needed.</li> </ul>	
<p><b>Risk of infection is raised due to inadequate social distancing amongst staff</b></p> <p>(Staff)</p>	<p>In order to minimise contact, staff are to work in year group ‘bubbles’ – and to avoid crossover with other staff groups as far as possible. Within year groups, the mixing of classes is minimised where possible.</p> <p>Where staff cannot limit themselves to year group bubbles, particular attention is to be paid to social distancing measures when working with other staff and children across the school. Keep 2 metres apart wherever possible and minimise close contact. This applies to specialist teachers, support staff with multi-year group responsibilities, the Senior Leadership Team, office and site staff, meal supervisor staff, kitchen staff and visiting professionals.</p> <p>Maximum numbers allowed in communal areas:</p> <ul style="list-style-type: none"> <li>No more than 5 staff members in the breakfast club staffroom, or 6 staff members in the main staff room ensuring 2 m apart where possible, avoiding face to face contact by sitting side by side.</li> <li>Staggered break and lunch times for staff to enable the above</li> <li>Limit the amount of time spent in larger groups in meetings. Break out into smaller groups where possible. Use well ventilated school halls for larger staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be given a new Autumn timetable with staggered lunch and break times.</li> <li>Staff to receive refresher training on social distancing procedures including what constitutes close contact.</li> <li>Signage for staff rooms to be updated to reflect new limits.</li> <li>Create Visitor protocol instructions.</li> <li>Highlight importance of checking email communication daily to all staff.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

	<p>Adults to maintain social distancing and remain 2m apart where possible, and to avoid contact unless necessary as part of their role.</p> <p>Staff will be directed to wear face coverings in group settings such as staff meetings or briefings in enclosed areas, if social distancing may prove difficult, although meetings are to be held online at the current time as far as possible.</p> <p>Staff to communicate any queries or concerns with senior leaders via email, and to share suggestions once school is operational on how to avoid face to face contact and meetings.</p> <p>Maximise communication amongst staff via email / phone rather than face to face. Staff to wash their hands frequently and/or apply hand gel frequently.</p> <p>The school office will be a carefully managed environment. A perspex screen has been erected on the front desk. Only office staff, Premises Manager and Senior Leaders will enter the main admin office to aid social distancing. Only essential services will enter the school building such as essential contractors, delivery drivers, professional support services etc.</p>		
<p><b>Risk of infection is raised due to inadequate social distancing amongst pupils</b>  (Pupils and staff)</p>	<p>The school will utilise both strategies of minimising contact and social distancing as much as possible and where the running of the school allows; any implementation of these measures, even if not constant, is better than none.</p> <p>Pupils will be grouped into year group ‘bubbles’ to enable the managing of the practical logistics in and around the school. It is understood that social distancing within bubbles is not always possible, but as contact is minimised with other bubbles, the risks have been mitigated.</p> <p>Group activities outside of bubbles, such as key stage or whole school live assemblies, joint year playtimes, joint lunchtimes, will not take place. Strategies will be put in place to circumvent these activities</p> <p>Timetables will be created for the school day which ensure contact between year groups is minimised.</p> <p>Focus will be addressed to year groups who are less likely to be able to social distance, as minimising contact between them and other year groups will be more important.</p>	<ul style="list-style-type: none"> <li>● Full timetables with location mapping to be produced.</li> <li>● With staff, plan for any additional measures needed for children with SEND or children who may present additional risks. Staff to raise concerns in this respect to Genevieve.</li> <li>● School to agree plan for pupil groupings with New Gumboots.</li> <li>● Remote learning policy to be shared with staff during INSET.</li> </ul>	<p>✓</p> <p>Ongoing</p> <p>✓</p> <p>✓</p>

	<p>Children who may struggle with social distancing or may have other behaviour traits making social distancing less easy may need to be risk assessed to identify appropriate support.</p> <p>Special consideration to be given to age groups who may struggle with parental separation eg. Nursery.</p> <p>The majority of children will be able to attend school. If a child is not attending school because they are complying with clinical or public health advice, those children will be supported to learn at home.</p> <p>Parents and carers will be asked to be mindful of wider rules in society on lockdown easing measures, to support the efforts in school to minimise contacts where possible.</p> <p>Older children (Years 5 &amp; 6) will be reminded not to walk to school in groups across year groups, although it is understood that this is beyond the school's remit.</p> <p><b>Wraparound Care</b> Wraparound care provider (New Gumboots) will limit the mixing of year groups, although it is recognised that due to numbers of children and staff ratios, this may not always be possible. Where strict grouping in year group bubbles is not possible, provider to ensure social distancing between staff and children is maximised, and groups are kept as small as possible so that the number of children who would need to isolate in the case of a suspected infection is minimised.</p> <p><b>After School Enrichment Activities</b> Enrichment activities will not recommence until there has been further testing of the wider health and safety measures, as they involve mixing year groups. This will be revisited later in the Autumn term and may be reintroduced on a gradual basis.</p>	<p>School to monitor children not attending school to ascertain grounds upon which they are not coming in.</p>	<p>✓ Ongoing</p>
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<p><b>Risk of infection is raised during classroom activity</b></p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> <li>● Children will have a strict hand washing routine to adhere to and will have access to hand gel and tissues in all classrooms.</li> <li>● Help will be available for children who struggle to wash their hands independently via modelling rather than close contact.</li> <li>● All resources not essential will be removed.</li> <li>● Teachers to limit the storing of unnecessary resources rooms. Regular cleaning of resources that are shared, especially for specialist subjects (PE equipment, art supplies, computers, instruments etc). Rotation of shared resources is best practice.</li>   <li>● Desks and chairs reconfigured to appropriate layout.</li> <li>● Personalised pupil wallets for each child in Years 1-6 containing their own set of basic equipment (pens, pencils etc)</li> <li>● Learning outside should be encouraged where weather and space permits and based on adherence to timetable and playground use. If the outdoor play equipment is used, it must be cleaned before being used by another group.</li> <li>● Posters displayed in all rooms covering hygiene advice and walking advice. These need to be age appropriate for children who may not be able to read.</li> <li>● Display new timetables, schedules and rules.</li> <li>● Resources in all outdoor areas to be cleaned regularly after use.</li> <li>● Use of shared resources between pupils should be limited</li> <li>● Windows and doors left open where possible</li> <li>● Children should only bring essential items into school, such as lunch boxes, hats, coats, books, water bottles and mobile phones. Bags are allowed, but no pencil cases.</li>   <li>● Staff will manage childrens' movement between activities to reduce contact and offer the best chance of social distancing.</li>   <li>● The use of PPE for staff in a classroom is not recommended, but staff who are advised to use face coverings by a medical practitioner may do so.</li> </ul>	<ul style="list-style-type: none"> <li>● Identify storage for chairs and desks not needed. ✓</li> <li>● Order wallets and trays ✓</li> <li>● Update the 'First Day Back' child friendly slides for first few days to aid the teaching of new and safe routines. ✓</li>   <li>● Install coat pegs in classrooms where needed to avoid use of communal cloakrooms. ✓</li>   <li>● Children to be provided with their own essential stationary (pens, pencils, rulers etc). ✓</li>   <li>● Year groups to have their own basic playground equipment, kept in classrooms. ✓</li>   <li>● Cleaning of outdoor equipment (monkey bars, apparatus) built in to cleaner's timetable. ✓</li> </ul>	
<p><b>Risk of infection is raised during use of communal areas</b></p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> <li>● The dining hall to be used by a maximum of two year groups.</li> <li>● The gym hall to be used by a maximum of one year any one time.</li> <li>● The music hall to be used by a maximum of one class at any one time.</li> <li>● No assemblies or gatherings of more than 30 children (one class) in confined spaces.</li> <li>● Playgrounds to be split so two groups of 30 can use at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure appropriate resources are in stock to divide spaces (tape, chains, floor marking, spray paint) ✓</li> </ul>	

	<ul style="list-style-type: none"> <li>• Certain outdoor contact games will not be allowed, such as football. A document which provides ideas for a range of outdoor games which promote social distancing should continue to be used</li> <li>• The school to continue to plan with Alleyns how we can access their facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Use of communal areas to be included in timetables: Playgrounds and hall space.</li> <li>• Socially distanced games to be reshared with staff during INSET.</li> </ul>	<p>✓</p> <p>✓</p>
<p><b>Risk of infection is raised during lunchtime</b></p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> <li>• Handwashing for all children to take place before and after lunch.</li> <li>• The school to work with the catering provider to identify the optimum method of meal delivery considering hot meals, packed lunches, use of alternative serving spaces and easy to carry desserts.</li> <li>• Children to bring in their own water bottles which they can fill up from the water coolers or taps (fountains to be out of use).</li> <li>• If meals are taken in the hall, only one year group may use a hall at one time. Tables to be cleaned between group usage. If these measures are not possible, and would mean that children will have lunch too early or late on in the day in order to schedule lunches for all year groups separately, meals may have to be taken in the classroom.</li> <li>• Children to play in designated play areas only as per location plan.</li> <li>• Playtimes and lunchtimes will be staggered; see timetable</li> <li>• No application of sunscreen by adults</li> <li>• Barriers erected between classes eating in the hall to minimise mixing within year groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be provided with a timetable / location plan by SLT. Staff supervision of lunchtimes and break times to be finalised.</li> <li>• Meals arrangements to be confirmed with Harrisons.</li> </ul>	<p>✓</p> <p>✓</p>
<p><b>Risk of infection is raised due to behaviour issues which create risk of contact</b></p> <p>(Pupils and staff)</p>	<p>The following documents have been revised:</p> <ul style="list-style-type: none"> <li>• Behaviour policy.</li> <li>• School rules.</li> <li>• Playground rules.</li> </ul> <p>SLT available for behaviour issues to be escalated</p>	<p>Policies and documents to be shared with staff and parents as appropriate</p> <p>Update website with new behaviour policy.</p>	<p>✓</p> <p>✓</p>
<p><b>Risk of infection is raised during movement around the school</b></p>	<ul style="list-style-type: none"> <li>• Access to staircases will be restricted based on the timetable</li> <li>• Access to corridors will be restricted based on the timetable</li> <li>• Tape/spray will be used to identify distancing points in halls, classrooms and playgrounds ie. for queueing.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out all markings/signage before school reopens.</li> <li>• Publish all exit and entry point lists with timetables.</li> </ul>	<p>✓</p> <p>✓</p>



(Pupils and staff)	<ul style="list-style-type: none"> <li>• The lower and upper offices will be separated.</li> <li>• There will be designated entry and exit points to the school building, which will be different for different pupil groups. These will all be marked on timetables.</li> <li>• Opportunities for movement around the school will be reduced, for instance, children will not go to the office to have medicine administered or to collect resources. All of this will happen inside the classroom.</li> <li>• Children should not walk around the school unattended if it can be avoided</li> <li>• Children sanitise their hands before entering the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Timetables devised to minimise the chances of children passing each other during transition times.</li> </ul>	✓
<b>Increased Risk of Infection in toilet facilities</b>  (Pupils and staff)	<ul style="list-style-type: none"> <li>• Embedding of handwashing/sanitisation routines to minimise need to use communal toilets throughout the day. All classroom now have sinks.</li> <li>• Limit number of children in toilets at the same time based on size and number of basins.</li> <li>• Toilet facilities to be cleaned during the day in addition to at the end of each day.</li> <li>• All toilet supplies such as soap, toilet roll and functionality of taps and dryers checked daily.</li> <li>• Posters on display in toilets with reminders about handwashing.</li> <li>• Children to be accompanied to the toilets where possible, teachers briefed on building toilet breaks into the day to minimise children needing to go during session times.</li> <li>• At playtimes and break times, staff to ensure that children are sent one at a time to the toilets.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing/sanitisation routine to be shared with all staff.</li> <li>• Posters to be displayed.</li> <li>• Agree cleaning schedule for toilets</li> <li>• Staff to ensure that only one child at a time is sent to the toilets, this includes play times and lunch times (unless with an adult).</li> </ul>	✓ ✓ ✓ ✓
<b>Risk of infection is raised due to crowding at drop-off and pick-up times</b>  (Pupils, parents and staff)	<ul style="list-style-type: none"> <li>• Year groups to have designated arrival and leaving slots and different entry and exit points which will be shared with parents.</li> <li>• Class teachers will be present at all school gates to coordinate arrivals and exits and supervise social distancing amongst parents.</li> <li>• Support staff will be in the playgrounds to assist with lining up procedure and to direct the children along the appropriate route to their classroom.</li> <li>• Support staff will remind/supervise children to wash hands and/or use hand sanitiser on arrival.</li> <li>• Staff supporting individual SEND children will collect designated child at an identified drop off point. Parents will not enter the school site.</li> <li>• Parents/carers to be encouraged to walk or cycle to school.</li> </ul>	<ul style="list-style-type: none"> <li>• Share schedule for drop off and pickup points with all staff and parents as part of parent agreement.</li> <li>• Markings/cones on the street to encourage social distancing at drop off/pick up times.</li> <li>• Staff to be briefed on protocol for pick up and drop off, including if the</li> </ul>	✓ ✓ ✓

	<ul style="list-style-type: none"> <li>● Parents/carers to be requested to queue as close to 2m apart as possible when dropping off and picking up their children. This will be enforced by the placement of cones or markings as appropriate. Regular reminders will be issued.</li> <li>● Parents/carers to queue up on either side of the Lordship Lane/Crystal Palace gates, to separate classes and maximise social distancing, avoiding crowding in front of the gates and in the road.</li> <li>● Families to be advised that only one parent/carer may drop off a child.</li> <li>● Late arrivals cause significant disruption and parents will be contacted by the school office to address this issue.</li> <li>● Upon arrival, children to line up in classes away from other class in year group.</li> <li>● For late pick ups, second member of staff to be made available to arrange for the parent to be called to get an ETA. Child to go to the classroom with the teacher if necessary.</li> <li>● Parents, carers and staff all encouraged to wear a face covering during the drop off and pick up periods</li> </ul>	child is late/not being picked up in allotted time.	
<b>Staff member at risk due to close contact with children due to pupil illness or first aid</b>  (Staff)	<ul style="list-style-type: none"> <li>● All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2 metre distance where possible</li> <li>● Government guidance only recommends use of PPE for staff who have physical contact with children who are suspected of having covid-19 symptoms or if delivering intimate care. Disposable gloves, aprons and masks will be made available for these instances and will be stored in the classroom</li> <li>● In other cases of closer contact, such as administering medicine, normal procedures will be followed but staff will have the option to wear further PPE if they wish to.</li> <li>● All PPE which has been worn when dealing with a possible covid case should be bagged and disposed of in the yellow 'hazardous waste' bin in the disabled toilet.</li> </ul>	<ul style="list-style-type: none"> <li>● School to secure PPE stocks as required.</li> <li>● Staff briefed appropriately.</li> </ul>	✓  ✓
<b>Risk of infection is raised due to additional adults onsite during the school day.</b>  (Pupils and staff)	<ul style="list-style-type: none"> <li>● Parents/carers to drop children at designated entry points at staggered times as detailed above.</li> <li>● No outside adults or visitors permitted onto school grounds unless absolutely necessary. Any parent meetings to be conducted remotely. Any adults attending site for meetings to wear a face covering.</li> <li>● This includes access to wraparound care. Drop-offs / pickups for wraparound care to be managed at the school entrance without site access for parents and carers.</li> </ul>	<ul style="list-style-type: none"> <li>● Share schedule for drop off and pickup points with all staff and parents.</li> <li>● Provide guidance for parents on how to contact the school remotely to avoid unnecessary visits.</li> <li>● The school website will be updated to advise parents how to liaise with</li> </ul>	✓  ✓

	<ul style="list-style-type: none"> <li>Parents will be directed to the office email address and/or the main school phone number to communicate with staff. Safeguarding concerns must still be reported immediately using normal procedures.</li> <li>Office staff will be responsible for ensuring that no parents or visitors enter the school site via the main entrance.</li> <li>Contractors arriving onsite to be managed by the Premises Officer and will enter site at low traffic times only, ideally when there are no children on site.</li> <li>3rd party staff (catering/cleaning) to enter the site through the main entrance and proceed directly to their work area.</li> </ul>	<p>the school without face to face contact.</p> <ul style="list-style-type: none"> <li>Confirm all arrangements for September with New Gumboots.</li> </ul>	<p>✓</p> <p>✓</p>
<p><b>Additional risk of infection to pupils with SEND and staff caring for them</b></p> <p>(Pupils and staff)</p>	<ul style="list-style-type: none"> <li>One to one staff to stay with their key child at break times and lunch times. Breaks/lunches to be organised within class time.</li> <li>Inclusion team to review potential EHCP provision for pupils at home and ascertain any further support and amendments that could improve delivery if needed..</li> <li>Inclusion team to liaise with external agents to support delivery of provision at home where necessary.</li> <li>Inclusion team to support delivery of provision at school, including assessing additional risks.</li> <li>Conduct all meetings remotely as much as is possible to limit external visits to school.</li> </ul>	<ul style="list-style-type: none"> <li>With staff, plan for any additional measures needed for children with SEND or children who may present additional risks. Staff to raise concerns in this respect to Genevieve.</li> <li>Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine when they return to school.</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Increased risk due to a pupil or member of staff displaying covid-19 symptoms.</b></p> <p>(Pupils and staff)</p>	<p>If a child becomes unwell with symptoms of covid-19 while at school, the school will follow the agreed guidance and protocol which involves:</p> <ul style="list-style-type: none"> <li>use of PPE by staff if a 2m distance cannot be maintained</li> <li>taking the child to the entrance lobby until they can be collected by a parent/carer (reception staff to relocate temporarily to the back office area)</li> <li>use of separate bathroom facilities if needed which should be cleaned after use</li> <li>calling 999 in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>School to share detailed guidance on how the school will act in the case of a child (or staff member) with symptoms, including advice on checking for siblings.</li> <li>Provide appropriate PPE in classrooms in case of emergency.</li> <li>Publish clear guidance on actions to take if your child is sent home with symptoms or due to another child or</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>

	<p>If a member of staff has helped someone who was unwell with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, they need to be tested) or the child subsequently tests positive.</p> <p>Staff to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Room to be cleaned by staff member, lobby area cleaned by cleaner after the child has left.</p> <p>Office to call parents/carers to arrange immediate collection and seek medical treatment. Member of SLT to supervise the child at this point. Parents/carers to be available to collect children at short notice without delay.</p> <p>Office to check if the child has siblings and to ensure any siblings in school are also sent home at the same time and advised to isolate for 14 days.</p> <p>All staff and pupils are now entitled to a test for the virus. School staff to advise the family that the child will need to be tested negative before they return to school. If they test negative, they can return to school.</p> <p>Children sent home with symptoms who are not tested must self-isolate for 10 days, and their household must self-isolate for 14 days.</p> <p>If the test is positive, the child must self-isolate for at least 10 days (or until symptoms have ended) and the other children and staff in their group must self-isolate for 14 days. The other children and staff can not come back before the 14 day period ends even if they have a negative test, as a test can come back negative while the person is incubating the virus.</p>	<p>staff member having symptoms. This will include:</p> <ul style="list-style-type: none"> <li>○ seeking advice from GP/119</li> <li>○ testing guidance</li> <li>○ test and trace guidance</li> </ul> <ul style="list-style-type: none"> <li>● Publish clear guidance on steps the school will take if there is a confirmed case of covid-19 in liaison with Public Health England</li> </ul>	<p style="text-align: center;">✓</p>
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	<p>Parents/carers will be regularly reminded not to send children who are displaying symptoms or if they have symptoms themselves.</p> <p>The school will make the decision as to whether a child can stay in school, even where the parent believes the symptoms are not linked to the virus, in the interests of safety.</p> <p>Staff members who develop symptoms will remove themselves from their group and alert colleagues immediately.</p> <p>In the event that there is a confirmed case of covid-19 in school, the school will alert the Public Health England Health protection team who will advise on next steps and isolation measures required. If there are two confirmed cases of covid-19 within school in a 2 week period, or a surge in sickness absence which may indicate an outbreak, the school will alert the Public Health England Health protection team who will make a decision on a wider isolation group if needed, or a school closure. There will be no school closure without their direction. The controls on pupil contact are designed to make a whole school closure less likely.</p>		
<p><b>Risk of inadequate planning and communication leading to poor delivery.</b></p> <p>(All stakeholders)</p>	<p>Risk assessment to be shared with all stakeholders including staff.</p> <p>Detailed internal action plan to be shared with all staff. Staff to be widely consulted on plans to ensure optimum planning and agreement.</p> <p>Health and safety information, schedules and timetables all to be shared at health and safety training day (2nd September) for all staff on duty.</p>	<ul style="list-style-type: none"> <li>● Update presentation for staff on health and safety measures for Inset training.</li> <li>● Deliver presentation in appropriate groups and share digitally.</li> <li>● Ensure PPA time is sufficient to allow for staff to adapt their practice and provision in line with social distancing measures</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Risk of inadequate planning and communication with pupils leading to heightened risk</b></p>	<ul style="list-style-type: none"> <li>● <a href="#">First Day Back slides for the children</a> slides will be produced that include: <ul style="list-style-type: none"> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>○ Maintaining distance</li> <li>○ Hand washing protocols</li> <li>○ Timetables</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● School to update first day back slides</li> </ul>	<p>✓</p>

(Pupils and staff)	<ul style="list-style-type: none"> <li>o Areas they can and cannot go to</li> <li>o encouraged not to touch their mouth, eyes and nose, or put things in their mouths.</li> <li>o Use of individual resource packs, protocols for sharpening your pencil!</li> <li>o What to expect in terms of sessions at school and how they're different to normal lessons.</li> <li>o Amendments to behaviour policy.</li> </ul> <p>Information to be shared in age appropriate format when children come into school for the first time, and reinforced as needed.</p>		
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<p><b>Risk of inadequate planning and communication with parents leading to heightened risk</b></p> <p>(All stakeholders)</p>	<p>The school will engage sensitively and supportively with all families. Special consideration to be given to families where increased vulnerabilities might lead to additional anxiety, such as for pupils with special educational needs and disabilities, and families from black, asian and minority ethnic backgrounds.</p> <p>Key information sheet shared with parents regarding pick up and drop off, along with information on the school day, so they can prepare their children.</p> <p>Key messages:</p> <ul style="list-style-type: none"> <li>● Parents should not bring their child to school if they or any household member displays covid-19 symptoms</li> <li>● If their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> <li>● Allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>● Ensure parents understand they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul> <p>Parents can be engaged in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></p> <p>Ensure parents and young people are aware of recommendations on transport to and from education settings (including avoiding peak times). Read the <a href="#">Coronavirus (COVID-19): safer travel guidance for passenger</a></p>	<ul style="list-style-type: none"> <li>● Revised home school agreement will be sent by email to all parents detailing all measures, timetables and extraordinary arrangements.</li> <li>● Copy of agreement will be emailed to all staff and posted in the main school office so that every staff member is aware of what has been communicated to parents.</li> <li>● Parents made aware that they can contact the school with any concerns.</li> <li>● Share government guidance for parents on returning to schools: <a href="#">Guidance for full opening: schools - GOV.UK</a> <a href="#">Government Guidance for Parents and Carers</a></li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Risk of children being unaccounted for during the school day</b></p> <p>(Pupils)</p>	<p>Families will be contacted by text message or phone call if their child does not attend, as usual.</p>		
<p><b>Risk of compromised provision in school</b></p>	<p>Support, time and resources to be made available to teachers and teaching assistants to prepare for the new arrangements.</p>	<ul style="list-style-type: none"> <li>● Order and organise individual resource packs all year groups</li> </ul>	<p>✓</p>

<p><b>due to extraordinary arrangements and social distancing.</b></p> <p>(Pupils and staff)</p>	<p>Broad and balanced curriculum to be maintained with focus on core elements within subject areas. Support and guidance to be offered by the Senior Leadership Team.</p>	<p>(pencil, rubber, pen, ruler, glue, sharpener, whiteboard pen, all in own plastic wallet).</p> <ul style="list-style-type: none"> <li>• Staff informed of protocols for cleaning resources after use, including laptops, and hard surfaces.</li> </ul>	<p>✓</p>
<p><b>Risk of compromised provision in home learning for children who are self isolating due to staff being engaged at school</b></p> <p>(Pupils and staff)</p>	<p>The school has created a revised home learning strategy and policy in the event of pupils needing to isolate or school closure.</p> <p>Support with managing these priorities to be delivered to teachers by the Senior Leadership Team.</p>	<ul style="list-style-type: none"> <li>• Set out non-contact time when relevant.</li> <li>• Remote learning strategy/policy shared with staff.</li> </ul>	<p>✓</p> <p>✓</p>
<p><b>Risk of increased anxiety and poor mental health due to the pandemic and the return to school</b></p> <p>(All stakeholders)</p>	<p>The school will hold age appropriate, regular PSHE sessions with children to share their worries.</p> <p>Inclusion team to share bereavement resources to support families who need them, and there is an ongoing offer of available support from the Inclusion Team promoted in weekly newsletters.</p> <p>Staff to have training on language to use if children are not following guidelines.</p> <p>Safeguarding procedures will continue as normal. All staff will be reminded of safeguarding procedures to follow if children make safeguarding disclosures.</p> <p>Staff will be encouraged to contribute to this risk assessment and to share their concerns and share ideas and suggestions prior to school re-opening.</p> <p>Staff encouraged to use usual channels to raise concerns, for example through line managers, in phase meetings and wider staff meetings.</p> <p>Transition work to be supported by the Inclusion Team.</p>	<ul style="list-style-type: none"> <li>• Sharing of appropriate bereavement resources with staff.</li> <li>• Remind staff of lines of communication upon return to school.</li> </ul>	<p>✓</p> <p>✓</p>



