

## Jessie Younghusband School – Full Re-opening Risk Assessment September 2020

Date undertaken : 13<sup>th</sup> July 2020 (after consulting with staff and Governors) by Mandy Sadler Headteacher,

Consultation with : Staff, parents, Governors

**Risks:** Transmission of the Covid-19 virus currently at pandemic level around the world. Schools are currently planning for full opening following National Lockdown since 23<sup>rd</sup> March 2020. School has been open throughout this time to eligible keyworker children and vulnerable children; since 1<sup>st</sup> June for Year R and 1 and from the 15<sup>th</sup> June for 6. The Government have lifted the full lockdown and has announced that the risks of infection and transmission are reducing so that schools can fully re-open in September. Detailed guidance has been provided and will be implemented as set out within this document.

**Sources of information and Guidance:** Government guidance and daily up-dates which have set out expectations and principles for schools and the wider community. WSCC Guidance, Public Health England (PHE), NGA, NAHT

**Who might be affected:** Staff, Children, parents, other visitors to the school site.

### Potential Hazards:

- Transmission through social contact with an infected person;
- Transmission through contact with a surface where the virus is present;
- People with symptoms being present in the community;
- Shared use of equipment;
- Inadequate use of hygiene and cleaning procedures;
- Transferal of the virus between home and school on hands, clothes or other items.

### Control Measures put in Place (These are described in far more detail in the Action Plan below.):

- Social distancing expectations – class groups (bubbles). Classroom tables facing forwards for children from Year 2 upwards. Tables in Year R and 1 used for group working arranged so that children do not face each other. Adult to sit beside rather than facing children.
- Adults to be allocated to bubble groups as much as practically possible but some cross over will occur to enable full coverage of PPA and all curriculum subjects.
- Staggered start and finish times. Staff to be in position to manage this.
- Break and lunchtimes to be staggered and arrangements put in place to maintain social distancing during meal times – e.g. some children eating in classrooms. Children to take breaks and lunch within their bubble groups.
- Outdoor play equipment (trim trails, climbing wall) to be out of bounds to everyone initially this to be reviewed in light of up-dated guidance and once break time routines are established. Bubble groups to have their own football, hoops etc – equipment that can be washed regularly.
- All soft toys and things which cannot easily be cleaned (eg fabric cushions and dressing up clothes) to be removed from classrooms or used on a rota and then allowed to ‘rest’ for 72 hours.
- Any furniture which is not required may be removed from the classroom if more space is needed to allow for greater distancing.
- Only one parent to accompany children into school and to drop children at the outdoor to their classroom. Younger siblings to be in pushchairs or carried. Year 6 children to be encouraged to come in on their own. These measures will help to reduce the numbers of people coming onto the school site.
- Minimise items being bought into school by children – for example no toys or other belongings not required in school.
- Movement around school to be restricted to a minimum. Most movement to be through the outer doors.
- Where possible bubble groups to use their designated toilets and no more than 3 children to access each toilet area at any time. 4 children in KS2 (eg 1 per class) but if there is no cubicle free children to be encouraged to wait outside until one becomes available.
- Children who are unwell for any reason to remain at home for 48 hours or until well again. Children or staff with CV-19 symptoms to self-isolate in accordance with the PHE guidance (currently 7 days – July 2020) and arrange a test. Arrangements for positive test results from PHE to be followed at all times in these circumstances.
- Daily cleaning of tables and touch areas e.g. door handles, light switches. Resources used by the class to be washed regularly (at least once weekly) or left unused for 72 hours. Resources needing to be used across bubbles to be washed in between use.
- These arrangements will be reviewed on an on-going basis and adjusted in response to issues identified and any new guidance received.
- Staff to raise any safety concerns as they arise with the headteacher (MS or PN).

## Return to School Plan and Guidance for Staff

Area	Actions Taken
<b>Communications</b>	<p>w/c 6<sup>th</sup> July 2020 HT consulted with staff through staff professional rep and at staff meeting.</p> <p>w/c 6<sup>th</sup> July – parents invited to give feedback / share views especially regarding staggered start and finish times.</p> <p>10<sup>th</sup> July – draft Risk Assessment shared with staff and governors.</p> <p>Future communications to parents via Parent Mail and website. Individuals seen face to face at drop off and collection times. No face to face meetings to happen at present.</p> <p><b>Future communications to teachers and TAs</b> – weekly meetings, INSET, email, parent mail (email) and ‘WhatsApp’ as relevant to the nature of the communication</p> <p>Telephone calls to those social isolating or shielding.</p> <p><b>Office staff</b> communications on a weekly and daily basis in school and via email or text.</p> <p><b>Governors</b> – Zoom meetings, emails from HT and Clerk and telephone calls. Consider viability of face to face meetings in September.</p> <p><b>Parents and community members</b> communicating with school. This to be via email or telephone. No parents or visitors to be allowed into the school building unless essential other than in the case of a serious medical emergency and then strict social distancing rules to be followed.</p>
<b>Pupil Attendance from 3<sup>rd</sup> September</b>	<p>INSET days planned for the 3<sup>rd</sup> and 4<sup>th</sup> Sept to continue as this will enable staff to have H&amp;S and safeguarding training plus other planned training undertaken annually. Priorities for staff to be up-dated in light of any revised guidance / information. Teachers and classroom staff to undertake CPD on approach to teaching during the first half term / ensure approach is consistent – see later section.</p> <p>Children in Year 1 – 6 to return to school on Monday 7<sup>th</sup> Sept. Year R taster sessions to start Thursday 10<sup>th</sup> Sept once transition sessions between current year groups are completed. Year 5 and 6 teacher to work together Mon 7<sup>th</sup> – Weds 9<sup>th</sup> to ensure smooth transition and early identification of gaps in learning.</p> <p>Year R attendance at school to start on Monday 14<sup>th</sup> September this will be part time to allow for Covid secure routines to be established and children to build confidence in returning to an EYs setting.</p> <p>Identify via email any children unable to return due to continuing needs to isolate or due to illness.</p>
<b>School Organisation and Planning</b>	<p><b>All classes to be in class bubbles..</b> Classroom staff to be with their class as normal.</p> <p><b>ICT suite and ipads</b> to be available but to be wiped down thoroughly after use. Children to use hand sanitizer before use of any IT equip / resources.</p>

	<p><b>Staggered start and finish times</b> to be followed to reduce the numbers on site at any one time. These will be as follows</p> <p>Year 6: Start at 8.40am / finish at 3.00pm  Year 5: Start at 8.45am / finish at 3.05pm  Year 4: Start at 8.40am / finish at 3.00pm  Year 3: Start at 8.45am / finish at 3.05pm  Year 2: start at 8.50am / finish at 3.10pm  Year 1: start at 8.50am / finish at 3.10pm  Year R: start at 9.00am / finish at 3.15pm</p> <p>Parents to be requested to arrive as close to the times as possible to avoid too much hanging around. Whilst waiting to follow social distancing guidelines.</p> <p><b>Break and lunchtime arrangements</b> to be staggered and areas identified to maintain the integrity of the bubbles.  <b>Lunchtimes</b> - No more than 1 bubble eating lunch in the hall at any one time – timetable to be drawn up. Yr R – 2 to enter the hall for lunch via the Year 1 courtyard area.  Children to enter and leave classrooms through the outer door.  Corridors to be used as little as possible but if used children to walk quietly in single file keeping to the left to facilitate passing others.  No whole school or combined group assemblies or lessons to take place.  <b>Before and after school clubs</b> to start from week 3. Each to be fully and separately risk assessed. To be viable to set up, two wider bubble groups to be formed from Yrs 1,2,3 and Yrs 4,5,6 for the purpose of clubs only at this stage.</p>
<p><b>Travel to school (children)</b></p>	<p>There will be no parking available on the school site and parents should not bring vehicles on to site to collect or drop off children.</p> <p><b>If parking on Norwich Road</b> all parents should give full regard to the social distancing measures and keep 1+ m away from other children or families.</p> <p><b>Bikes and scooters</b> may be brought on to site and left in the bike shed but should not be used by anyone else to avoid virus transmission. No bikes or scooters will be allowed to be ridden on the site either by an adult or a child. Parents to be reminded that all children coming to school by bike or scooter must wear a helmet.</p> <p><b>Public Transport</b> - In accordance with Government guidelines staff and children should avoid travel by public transport. If used, face coverings must be worn whilst on the public transport adults and children over age 11 – these face covering must be removed before coming into school.</p>
<p><b>Dropping off and picking up children</b></p>	<ul style="list-style-type: none"> <li>• Social distancing to be followed at all times as far as practically possible.</li> <li>• The back gate will be opened for general access from 8.25 to 9.10 and from 2.50 to 3.30. Later access will be needed for clubs and this will be organised individually. Earlier access through the back gate will be needed for before school clubs. Clubs start in week 3.</li> </ul>

	<ul style="list-style-type: none"> <li>• Path from Norwich Road please keep to the left to allow room to pass people.</li> <li>• Children to be accompanied by one parent only. if younger siblings are accompanying them, they should be in a pushchair or carried.</li> <li>• Parents and children asked to leave the site promptly after dropping off and collecting children. All gateways and access paths must be kept clear at all times.</li> <li>• Staff will not be able to support with children reluctant to come in, and parents will need to drop younger children outside the outdoor area gates. If children are upset or unwilling to leave their parent ask the parent to take them to one side and try again once other children are in.</li> </ul>
<b>Break times am and pm</b>	<p><b>Children</b> – Class bubbles will have designated areas of the field (or playground as field becomes wet)</p> <p><b>Wet Breaks</b> – All children will remain in their classrooms.</p> <p><b>Staff breaks</b> – Teachers and TAs should arrange with others having break at the same time to share break supervision so that all staff can get a break. Otherwise class staff to work this between themselves.</p> <p><b>Management of behaviour</b> - <u>ALL Staff</u> to supervise closely and be very rigorous to re-inforce and maintain the rules regarding social distancing behaviour - new Appendix to the Behaviour Policy (Appx 4). Class teachers to re-inforce these and other expectations on a regular basis – eg before each break during the first 2 weeks and then at least daily.</p> <p><b>No more than 6 members of staff to be in the staffroom at any time.</b> Staff discretion will be needed to enable all staff to access the staffroom to make drinks etc.</p>
<b>Lunchtimes</b>	<p>Similar areas (see above) will be designated to class bubbles to keep groups away from each other. These will be reviewed on an ongoing basis and adjusted if needed. No self service areas e.g. for fruit or drinks to be available. Supervising staff to bring these round on trays. Staff to clear plates and then anti-bac' wash tables between sittings.</p> <p><b>Yr R, Yr 1 and 2</b> will eat lunch in the hall (one bubble at a time). There will be universal hot dinners available as normal.</p> <p>Children to access the hall from Years R, 1 and 2 across the courtyard</p> <p><b>PPE</b> in the form of disposable apron and gloves should be worn by staff whilst serving food and clearing away in the hall or classroom.</p> <p>Lunch time will be 50 minutes to make up for the slightly shorter day arising from the staggered start and finish times.</p>
<b>Play equipment</b>	<p>The fixed outdoor play equipment will be out of bounds because of the difficulty in cleaning the touch areas as would be needed. (This to be reviewed as guidance changes and routines become established).</p>

	<p>Each bubble will have some wipeable equipment for use by their group at break times. Hands should be washed before and after use and the equipment stored in the classroom. This should be cleared with soap and water or anti-bac' spray on a daily basis.</p>
<p><b>Circulation around the school building</b></p>	<p>Children will enter and exit the classrooms by their outside door. This gives direct access to the playground and field. Year 1 will enter via the gate opposite the Yr R door into the Yr R area.</p> <p>All parents should not enter the building so say good bye before the gate or door.</p> <p>All classes to move to the playground via their outside door. (Year 1 and 2 via courtyard door).</p> <p>The library may be used in accordance with the agreed timetable but its use to access other areas of the school kept to the minimum necessary. Books from the library and reading scheme may be used. Reading books can be sent home but parents should be encouraged to limit the people handling the book and to keep it in the book bag.</p> <p>Adults should maintain social distancing as much as practically possible throughout the school corridors, offices and staff room. It is recognised that this can be extremely difficult with the younger children in particular in the classrooms and on the playground.</p> <p>PE – should be taught as normal but using non-contact sports and with regard to equipment that does not need to be shared. It may be necessary to spray / wash equipment. Any equipment to be used by more than one bubble should either be cleaned or left unused for 72 hours between bubbles.</p> <p>There will be no assemblies during this time and no gatherings in the hall although this may be used for PE if the weather prevents outdoor activity which is otherwise preferable.</p> <p>Emergency evacuation will be via the outside doors as normal. A drill will be held during the first week once children are in their new classrooms to establish where groups should line up to maintain social distancing. It will not be possible for the children to be 2m apart in their lines as this will hinder communications during an emergency.</p> <p>Toilets during break and lunch – toilets may be shared if necessary – try to encourage children to use the toilet when washing hands before and after lunch. Year 1 will access their toilets and their outdoor space across the corridor.</p> <p>See later section for first aid and children becoming ill.</p> <p>(DHT/ TLR to prepare timetables and schedule breaks in allocated spaces, etc.)</p>
<p><b>First Aid and Unwell children</b></p>	<p>Each classroom should have their own first aid kit which can be taken out at break times and lunchtimes. First aid should be given by classroom staff unless a serious injury is suspected ( eg possible fracture / loss of consciousness). First Aid given should be recorded in the class first aid book.</p>

**The TA or teacher** will be responsible for providing normal first aid from the allocated play area. TAs will be responsible for ensuring that they liaise with the office for first aid re-supplies. Aprons, gloves and a mask should be used if helping an injured child which involves closer physical contact.  
**Lunchtime first aid** should be provided by the supervising MMS.

A member of the office team should only be consulted if there is a serious injury (eg possible fracture, severe sprain or a significant head injury). This follows the arrangements set out in the First Aid Policy except that there will be no first aid station at break or lunch times.

**Children who complain of being ill before school** should stay at home so that their symptoms can be evaluated. If they appear to be well they can come to school the following day.

Any child becoming ill to be helped and then sit in the library. Or in the lobby if CV-19 symptoms displayed. Parents should be called immediately – and the child should go home – whatever their symptoms.

**Any child displaying CV -19 symptoms should self-isolate at home and their parents must arrange a test.** The office will be able to provide further information on how to book tests. **Staff supporting the child should wear an apron, gloves and a mask.**

**If a case of CV-19 is confirmed in school immediate reference must be made to the current Public Health England guidelines in relation to the expectations for other staff or children to be isolated and the areas to be cleaned. This includes individual cases of the virus and a significant outbreak within school**

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

and further details here

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

cleaning information

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

**If a child or any member of staff tests positive for CV-19, the school must be informed immediately so that other contacts can be identified and areas disinfected and thoroughly deep cleaned. Children and staff should test negative, or be medically confirmed as free from the virus, before returning to school.**

Parents or other adults with symptoms of CV-19 should not enter the school site and should isolate at home in accordance with PHE guidelines. All family members in the household should also self-isolate and not attend school or come on to the school site. Parents should arrange for their child and other household members to have a CV-19 test.

	<p><b>If there is a positive test in school</b> . Full up to date guidance is available on the link above. Thorough deep cleaning will be needed of the areas used by the affected person and any contacts who also test positive. (SBM to liaise with the cleaners and Premises Officer and refer to Government guidance on cleaning.) <b>If there is a positive case or cases of CV-19 this could result in immediate partial or full closure of the school (in line with the above guidelines) until the appropriate cleaning and de-contamination can take place.</b></p>
<p><b>Events and new year transition arrangements</b></p>	<p>There will be no events planned in school until at least November 2020. This includes parent consultation meetings. Arrangements for discussions with parents will be considered once term is under way. This situation will then be kept closely under review.</p> <p>In September, there will be arrangements made to support all children in <b>Year R – Year 5</b> to transition to their new class and teacher. Transition for new Year R children will also be organised to allow time for staff to meet children and for children to transition gradually into school. It is anticipated that this will involve a longer period of transition into school and building up to full time attendance than normal. A separate timetable is being prepared for this.</p> <p><b>Year 5 camp</b> will be deferred from September 2020 to summer 2021  <b>Year 6 Bowles</b> – the company will be contacted for up-dates on this as payments have already been made and this will need to be negotiated so that money is not lost.</p> <p>Visitors into school for the purposes of teaching and learning are allowed. These should be carefully risk assessed with the visitor and they should follow the expectations in this document and avoid any direct contact with any school adult or child. No items should be given to children to handle but they may be shown things.</p> <p>Day visits may take place subject to full risk assessment of the venue and transport and the availability of adults who will fully understand and implement the Risk Assessment expectations.</p>
<p><b>Staffing</b></p>	<p>Shielding ends on the 1<sup>st</sup> August so it is anticipated that all staff will return in September.</p> <p>This risk assessment follows all of the guidelines for ensuring that risks are reduced and that where practical social distancing is followed and at other times the bubble arrangements and hygiene and cleaning regimes provide a '<b>Covid secure</b>' environment for all staff as well as other members of the school community. Staff who have been shielding have been supported during the past months to enable them to return to school and to allay their anxieties.</p> <p>Where members of staff are not yet confident they are being supported to enable them to return to work and if needed further individual advice may be sought from WSCC HR.</p>

	<p>Teachers and TAs will return to their normal working pattern and hours. Staffing structure changes from September will be implemented as planned. Office and other support staff will also return to their pre-lockdown working arrangements.</p> <p>MMS – there have been a number of changes to the team so some training may be needed. Members of staff who work at lunch time will be asked to be flexible in the execution of their role as lunchtime arrangements will be different for the autumn term at least. It will not be possible to run lunch club so the staff who normally run this will support with supervising eating and play at lunchtime. Lunch will also be 50 mins rather than 1 hour however as this will be staggered it is not anticipated that this will impact on the amount of time worked but staff could be asked to adjust their start and finish times to allow the lunch arrangements to operate effectively and safely.</p> <p>Supply teachers may be used if needed – regular supply teachers will always be the first option. As per Government guidelines, teachers may also move between bubbles if needed to teach the full curriculum.</p> <p>PPA arrangements will operate as normal.</p>
<p><b>Health and Safety</b></p>	<p>School has been open and operating throughout Lockdown so all routine H&amp;S checks are being undertaken. Daily checks on supplies by Premises Officer and to liaise with SBM if more stock is needed – remembering that there is limited availability so as much forward planning as possible is needed. Signs to be displayed in prominent positions around school regarding handwashing and social distancing.</p> <p><b>Staff well-being</b> – SLT recognise that considerable anxieties exist. Risk assessment arrangements to be shared fully with all staff and reassurances given to explain the reasons for the decisions and arrangements. Staff Stress Risk assessment on H&amp;S noticeboard. Staff to report concerns as soon as possible and these to be addressed as far as is possible, e.g. adjust procedures if these are not as effective as they should be. Employee Support contact numbers to be available (H&amp;S noticeboard and from the HT or SBM). All staff to continue to support each other.</p> <p>Classroom tables and contact surfaces to be cleaned by classroom staff as needed. Cleaners to undertake cleaning of areas at the end of the day. SBM and Premises Officer to continue to liaise with cleaners.</p> <p>All class rooms, toilets, IT Suite, hut, rainbow room, prep' area and staff room to have supplies of handwash, paper towels and sanitizer gel (as appropriate to the space – gel to be used where no sink is available for handwashing). All children and staff to use hand sanitizer on entering the building and on leaving.</p> <p><b>Handwashing for 20 seconds frequently</b> – after break, before and after lunch, after using the toilet – as a minimum. Children within bubbles sharing resources to wash hands before and after use.</p>



	<p><b>PPE</b> to be worn when supporting an injured or ill child, and when serving lunch, cleaning the hall or classroom tables and resources (see earlier sections). Following Government guidelines - masks, visors and face coverings are not to be used in school.</p> <p>Children from Year 2 should have their own pencils and pens, KS2 children may bring in a small wipe-able pencil case to aid this arrangement.</p> <p>All children will need their own water bottle. The water fountains will not be in use.</p> <p>Tissues to be in every classroom and the “catch it, bin it!” rule to be re-enforced. Bins to be emptied in the evening every day by cleaners.</p> <p>Children should not bring in any toys or other similar belongings from home. Bags may be brought in for essential items – eg PE kit.</p> <p>Children should wear normal school uniform. In accordance with school’s dress code, long hair should be tied back at all times.</p>
<p><b>Curriculum Provision</b></p>	<p><b>Recovery Plan for the curriculum to include:</b></p> <ul style="list-style-type: none"> <li>• Emotional and well-being support for all pupils to build resilience and to overcome anxieties of returning to school.</li> <li>• Re-build friendships and other relationships – eg between children and staff, etc</li> <li>• Develop levels of appropriate social engagement – especially important for children who may have only seen parents (behaviour expectations / Code of Conduct etc / ARE values)</li> <li>• Address issues related to CV-19 – factual questions / worries, etc – at an age appropriate level)</li> <li>• Embed school routines – some will be familiar from before lockdown but reminders needed and other will be new routines to keep everyone safe, etc)</li> <li>• Improve physical and mental well-being through learning activities which may not have been available whilst at home – PE, playtime, art, discussion, and practical work – look to motivate and re-engage pupils who need it.</li> <li>• Aim to start teaching the full breadth of curriculum subjects for that half term from week 2. Week one to cover re-establishing routines etc, transition and introductions to new class and what children will be learning about.</li> <li>• Build children’s ability to learn – learning behaviours (NB shown on birds in classroom) / Growth Mindset – talk, discussion, feedback, classroom display, story.</li> <li>• Assess gaps in learning for previous year group. Need to provide open ended tasks so chn can show what they have learnt. (This may be different to what was planned / expected). Focus to be on formative assessments over the first half term used to inform interventions to address gaps. Testing / summative assessment will not be used during the first few weeks.</li> <li>• Support with transition and change – children to return to previous class and teacher and then transition over first three days. Teachers and TAs to be aware of the impact of change on children’s sense of identify and the need to know they are cared for and welcome (especially important to remember if their behaviour as a result of the whole situation is more challenging).</li> </ul>

	<ul style="list-style-type: none"> <li>• Adjustments to planning and the teaching approaches to be used to support effective re-engagement, formative assessment as well as to comply with the need to operate in a safe way following Government guidance.</li> <li>• SENCo to support in preparation of ILPs for SEN pupils at start of term and plan for interventions 1:1 or small group.</li> <li>• SLT to formulate plans for providing intervention using the additional funding announced by the government once details known.</li> <li>• Teachers to have resources available to provide learning at home via email should this be needed in the case of a child self-isolating or on the website in the case of partial / full lockdown being implemented. This should provide the children affected with equality of access to learning based on the school's curriculum as those children attending school.</li> <li>• Before and after-school clubs to recommence from week 3. Children to be groups in larger bubbles for the purposes of clubs. Office to inform parents of details so children can sign up.</li> <li>• Music lessons to start in September with WSMS teachers for those who sign up for lessons.</li> <li>• Swimming will not start until later in the year. The timing of this to be determined when there is further guidance about pools opening. Yr 4 and 5 to have two PE lessons a week instead until swimming re-starts.</li> <li>• Visitors who support with teaching the curriculum (eg PU) to be invited in again as scheduled. Full RA arrangements to be shared visitors and schools. None contact activities only and children not to handle any resources at this stage – observation only.</li> <li>• Day visits can resume if a RA shows that the venue and transport can be accessed safely. In the meantime. teachers to be encouraged to make as much use as possible of the local area which can be visited on foot.</li> </ul>
<p><b>Safeguarding</b></p>	<p>KCSiE – revised for Sept 2020 – review safeguarding and CP Policy and undertake annual training for all staff (INSET day 3<sup>rd</sup> Sept').</p> <p>Teachers to have regular contact with children if not in school.</p> <p>Those with some vulnerabilities identified and support put in place through Learning Mentor or outside agency if available and appropriate.</p> <p>Office to send parent mail to all parents on the 3<sup>rd</sup> September asking them to inform school if there are any concerns relating to lockdown, anxieties which school should be aware of. eg any pupil isolating, afraid to return, bereavements, etc</p> <p>All children are expected to return. Absences to be followed up as normal by office team. Attendance to be recorded as late only if pupil arrives after 9.00 (9.10 – Yr R) whilst staggered start and finish times are operating.</p> <p>All other safeguarding procedures are already in place and have continued to be used and up-dated as needed throughout.</p>