



Return to school September 2021

Risk Assessment - Parents

What are the hazards?	Who might be harmed and how?	What further action do we need to take?	Who?	When?
Social, emotional & physical well being	All pupils Mental Health	Time for children to share experiences- staff observations and dialogue with colleagues already familiar with child and history. Focus on PSHE PE twice a week indoors and outdoors. Use of the track for a Wake Up Walk is scheduled in. Access to useful links and sources of support can be found on <u>promoting and supporting mental health and wellbeing in schools</u>	Staff CA MH	September 2021
Social, emotional & physical well being	EHCP pupils	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer immediate access to remote education and monitor engagement.	SB HS Teachers TAs	September 2021
Spread of virus through inappropriate behaviours.	All	Follow Behaviour Policy which includes adherence to procedures for hand hygiene and respiratory hygiene. Identification and individual risk assessments for pupils who may find regulations a challenge. Provide support for children who may have SEMH concerns- via family worker, CHUMS, EP.	SLT	Ongoing
Attendance	Pupils	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). If a child is absent, follow usual attendance procedures: Office to call. If required, follow up from FWs/ SENCo. If concerns persist re attendance, the EWO will be asked to intervene. If a child is required to isolate, home learning will be provided. Absence will not be penalised. If a child has to self-isolate or shield, remote learning will continue as per the Remote Learning policy. A device will be provided if required. If a large group in the class is required to self-isolate, remote learning using Teams will take place.	Office FW SENCo Teachers TAs	Ongoing
	Family Workers	Family visits- contact to be made through phone/ Teams calls, face to face meetings, home visits (outdoor area if possible). Wear a face mask when meeting for added protection if desired. Ensure office made aware of location and times.	FWs	Ongoing

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FOUNTAINS		Fountains will remain sealed. Children will be encouraged to bring their own water bottle to school.	CE	Ongoing
FIRE SAFETY Fire systems, fire door mechanisms to check Alarm system	All Risk if faults are in the system	Check all fire extinguishers and fire doors, fire alarm tested Refine fire drill procedures Fire Practice - children to walk through entering the playground with their Teacher, who will remain with the children, the children can huddle round the Teacher. Once all year groups have walked through what is required, a practice at a set time will take place. The alarm will sound for the practice drill. Staff to meet at staff meeting point.	CE All staff	Ongoing
VENTILATION	All Transmission of the virus	Continue present practices. Windows to be open for ventilation. Doors from classrooms into corridors must remain open. Ventilation must be on where there are ventilation systems in place	All staff	Ongoing
CLEANING Classrooms-general	All Transmission of the virus	Continue to order cleaning materials in good time to ensure there is enough stock in school. Chase materials where invoice states 'to follow'. Midday cleaner will clean touch points. Classrooms provided with cleaning fluid so they have a stock if required. Midday cleaning of handles, frequently touched surfaces and communal areas by midday cleaner.. Robust cleaning will continue at the end of the day. Gloves, aprons and masks provided to cleaners.	HW SM Class staff	Ongoing
Classroom - specific	Transmission of the virus	Ongoing. Check each classroom has stock of cleaning materials and first aid. Ensure monitoring procedures are in place. Each classroom to have a first aid kit. Minor injuries to be attended by trained TAs. Any concerns refer to first aider	HW HS (1 st aid)	Ongoing
CLEANING (Toilets)	All Transmission of the virus	Ongoing. Ensure monitoring procedures are in place. Mid-day cleaning to continue. Main toilet door except Yr 3 doors wedged back. The main door in junior cloakroom will remain wedged back to avoid touching of the handle. Posters will continue to reinforce good handwashing techniques and hygiene practices. Toilets and basins are allocated to specific year groups and are labelled. Staff to send one child at a time to the toilet. Midday clean- doors, taps, flushers. Midday clean of toilets and end of the day	Cleaners	Ongoing

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HAND WASHING	All Transmission of the virus	To continue with these procedures. Staff and children: On entering school Before eating After sneezing/coughing etc Before touching communal school resources- eg ipads, laptops PSHE lessons to reinforce these messages on the importance of good hygiene. Posters to be displayed around the school. Social stories etc to reinforce message. Gel will be available in all areas of the school and must be administered by adults only.	All	Ongoing
SOCIAL DISTANCING	All Transmission of the virus	Adults to be encouraged to maintain distance from each other. Avoid prolonged periods of contact Year groups to be timetabled re movement eg playtimes. Two year groups will be timetabled using the track and playground/ field and children can play freely. Use field where possible. At lunchtimes, children can play freely. Use external doors where possible to move around the school Groups to be escorted by an adult. Children to wear PE kits to school on the days they have PE so there is no sharing /walking to and from changing rooms.	All	Ongoing
RESPIRATORY HYGIENE	All Transmission of the virus	Continue with existing procedures. Teach children that if they are going to sneeze before they can get a tissue then to sneeze in the crook of their arm not into their hand. PSHE lessons to reinforce these messages. Deliberately sneezing, coughing or spitting in someone's face will be a breach of school behaviour policy and will need reporting to CT, SLT and HTs. All rooms to have tissue bin, separate from other bins. This will be emptied daily, using double bagging. Masks available for all staff if they wish to wear one or they can choose to wear their own. Visors available for staff who deal with intimate care. PPE worn by staff for intimate care.	All staff	September 2021

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INJURIES	Injury to child that can affect their physical wellbeing.	Each classroom to be equipped with a first aid kit. In class, play and lunchtime minor injuries such as a graze, will be attended to by trained year group TA staff. A 1 st aid bag will be available outside. Staff to wear PPE. A first aider can be called upon if required. Usual procedure for recording injury is followed. Yellow slip given to child after treatment. For more significant injuries (inc all head injuries), the child will be taken to the medical room. The first aider will be wearing PPE and will attend to the injury. Usual procedures will be followed in terms of responding to the injury. When the child leaves the medical room, the chair and surfaces will be disinfected. Head injuries- a phone call home from the office staff MUST be made to inform the parent. If C-19 symptoms, child should be isolated from others.	Relevant staff 1 st aider	Ongoing
Administering inhalers/ medication	Child needing medical attention	Inhalers to be kept in a box in a cupboard in the classroom. Taken out for PE. If a child requires an inhaler/ medication during the school day, a 2 nd person is required, preferably one of the 1 st aiders. Usual procedures to be followed. Appropriate PPE to be worn by 1 st aider.	1 st Aiders All staff	September 2021
CROSS CONTAMINATION FROM RESOURCES	All Transmission of the virus	Stationery / class resources can be available for children in shared table pots/ packs if desired. Hands will already have been gelled/ washed prior to use when child enters school. Children in KS2 can bring their own pencil case if they wish.	Office	September 2021
Non wipeable resources	All Transmission of the virus	To provide a full curriculum we will need to use non washable/wipeable equipment e.g. books, pastels, jigsaws, lotto games, some items etc in rainy day boxes. Books can go home. When using i-pads / laptops, children to gel hands before use.	Class staff	September 2021
EYFS PROVISION	All Transmission of the virus	Use resources. Promote hand washing routines. Ensure there are opportunities to clean/ wipe resources regularly.	EYs staff	Ongoing
REGISTERS	All	Register completed electronically Dinner register completed on paper. Collected and delivered by 2 special helpers (gel hands before and after) to the classrooms. Class monitors return to the office.	Staff	Ongoing

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SMILEYS	All Transmission of the virus	Staff can hand out a smiley for children to put in their wallet. At the end of the week, Year 6 monitors to collect results (preferably at a time where the classroom is vacated eg lunchtime).	Staff Year 6 monitors	September 2021
Communal 'fixed' resources	All Transmission of the virus	Ensure hand sanitisers are in place and kept in good supply. Ensure wipes are available and a clear notice reminding staff to wipe before use. Hand sanitise before using photocopier/ water heater. Staff encouraged to keep distance.	Staff	Ongoing
Parents	All Transmission of the virus	Parents to drop off and collect children at the classroom door. If teacher needs to speak to a parent, it is the teacher's responsibility to arrange how the meeting will take place- eg phone, Teams, email or face to face. If face to face, ensure the room is well ventilated and empty of other people before parent enters and a good distance is maintained between parent and teacher. Format of parents' evening will be decided towards the end of September.	Teachers Parents	September 2021
Children and parents	All Transmission of the virus	Start time will be from 8.45am-8.55am and 3.30pm finish for all children. A bell will ring at 8.55am, 1pm and 3.30pm only. There will not be any other bells throughout the day. All three entry and exit points to the school will be open to help reduce congestion. Children to enter/exit by their outside classroom door and wash their hands, on entry. Parental reminders on website, emails, texts Parents are not to enter the building unless they have a prior appointment. Parents reminded to distance at delivery and collection points and leave site immediately once their children are collected. If a parent wants their child to walk home unaccompanied, they need to notify the school.	Children/ parents/c arers	September 2021
Bottlenecks	All Transmission of the virus	Full capacity will mean more footfall. Prompt entry and exit to minimise waiting times. Staff to monitor cloakrooms to ensure quick placing of personal belongings at the start of the day. At other times, staff to lead class to the cloakroom- start and end of play/ lunchtimes and end of the day.	Class staff	September 2021
Visitors	All Transmission of the virus	Poster on reception door. 'Only enter if no-one else is in reception area. Please use hand gel before registering or using keypad and on leaving premises. School number: 01582 617500' Emails to be encouraged. Hand sanitiser available. Closed window to office. Reminders to parents. Key contractors advised to be on site outside of school hours where possible/ working away from staff and children.	Staff	September 2021

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GROUPING CHILDREN	All Transmission of the virus	Staff to wash hands prior to teaching. Children to gel hands on entry to school. Movement of children will be supervised by staff and shared areas will be cleaned before each new group (bay areas). Movement around school will be outside where possible. Lunchtimes and playtimes timetabled – a play and lunch timetable will be shared. Children can sit in table groups. Children to play freely on field/ playground.	All staff	September 2021
Interventions	All Transmission of the virus	Interventions will take place in an identified area. Bay areas can be set out in groups/rows but cleaned after use. Pupils will be collected by staff and bring their equipment with them to the intervention area. As children will be working as a year group, teachers can choose how to seat the children.	Staff	September 2021
ORGANISATION: Physical (Excluding EYFS)	All Transmission of the virus	Tables can be set out as groups/ rows (teacher's preference), with table pots/shared resources.	Teachers TAs	September 2021
Classroom organisation: Teaching methods	All Transmission of the virus	Teachers can plan collaborative group work, talking partners etc . This will be monitored and reviewed regularly.	Teachers	September 2021
LFD Testing	All Transmission of the virus	School to provide LFDs to staff, to be administered on Weds and Sunday mornings until the end of September, when this will be reviewed.	Staff	September 2021
Teaching music	All Transmission of the virus	Singing, wind and brass playing can take place in larger/smaller groups, indoors and outdoors. Music must take place in a well ventilated space .Music to be taught. Instruments will be wiped before and after. Music service to provide their risk assessment. Peripatetic teachers will be advised to take a LFD prior to coming into school. They will enter/ exit the music hut from outside.	Teachers Music service teachers	September 2021
Teaching PE	All Transmission of the virus	Two sessions to take place- one indoors, one outdoors. Children will wear their PE kit to school on PE days. For indoor PE days, parents to be asked for their children to have shorts and T shirt under navy jogging bottoms and school sweatshirt/ jumper/ cardigan. Children to gel hands before using equipment and wash hands after PE.	Staff	September 2021

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Educational visits	All Transmission of the virus	Arrange visits/ trips with proviso that they may be cancelled. Try and encourage outdoor visits. Liaise with venue regarding C-19 risk assessment procedures	Staff	As needed
Assemblies	All Transmission of the virus	An act of worship will take place daily in classes. One key stage assembly will take place on a Friday in the hall on alternate weeks (EYS, Yr1, Yr 2 in one week, Yrs 3,4,5,6 on the other week). Children to be sat in year groups with distance between each year group. Doors/ windows to be open to ensure ventilation. Hall doors to be wedged open before entering. Classes to enter & exit from given doors. Class assemblies/ performances will not commence in the first half term but this will be reviewed for the second half term.	All staff	September 2021
Playtimes	All Transmission of the virus	Morning playtimes will be timetabled with 2 Year groups playing at a time. Only KS1 to have an afternoon play. Teachers to decide when this will be. In addition, year groups will have a WUW (Wake Up Walk). The daily mile track will be timetabled and actively encouraged for use. At lunchtimes children can play freely and do not need to play in year groups/restricted space.	Teachers TAs	Ongoing
Milk	All	TAs to collect milk from the medical room. Office to put any extra milk away in the fridge. Children to wash/ gel hands before drinking milk.	TAs	September 2021
Lunchtimes	All Transmission of the virus	The kitchen will provide hot lunches. Lunchtime will start at 11.45am for Squirrels, 11.55am for year 1 and 12pm for the rest of the school. Classes that are eating at the start of lunchtime will be taken to the hall/ Orchard by their teachers and TAs. A timetable will be shared of which year group will be eating and where. Cleaning will take place in between each sitting. Tables in the hall and Orchard will be placed in rows and seating will be on both sides. Children will sit in year groups. Hands will be washed before eating. For children who are self-isolating and entitled to FSM, the kitchen will organise the provision of a meal.	Kitchen staff TAs	September 2021
Breakfast club and after school club	All Transmission of the virus	Children to enter via the Dell door. Breakfast to be served in the Dell. Seat in year group/ family group where possible. Children to use Dell bathroom and Year 1 bathroom for handwashing. Children to be taken outdoors to play or the Orchard. Hands to be gelled before using equipment. Children to be taken to leave the Dell at 8.40am and to go to the Orchard until 8.45am so cloakroom can be used for Robins class. For ASC, children to be taken to the Orchard by the teacher. Children registered in the Orchard and either play there or outside. At 4.30pm, children to return to the Dell for tea time until 5.30pm. All resources can be used but wiped regularly.	BC staff ASC staff	September 2021

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Clubs	All Transmission of the virus	Year group clubs can take place.	Staff	September 2021
Sharing birthday treats	All	Children can bring in birthday treats (no nut products). To be handed out at the end of the school day as children are dismissed.	Staff	September 2021
ANY ONE PRESENTING WITH CORONA VIRUS SYMPTOMS	All Transmission of the virus	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to self-isolate).</p> <p>If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they will wait in a room on their own or outside with an adult if possible and safe to do so. A window will be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</p> <p>If a parent/ carer insists on a child with symptoms attending school, school can take the decision to refuse the pupil if, using reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	All	Ongoing
Child presents with symptoms whilst at school	All Transmission of the virus	<p>Follow guidelines: Isolate child and inform parents. Staff to wear PPE and child awaiting collection, should be moved, if possible, to a room, where they can be isolated behind a closed door, or outside if weather permits, depending on the age and needs of the child, with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Child to leave school building using the outdoor route where possible.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test). Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with the appropriate cleaning products after they have left, to reduce the risk of passing the infection on to other people.</p>	Child presenting with symptoms and siblings	Ongoing

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Contact tracing	All Transmission of the virus	<p>Close contacts will now be identified via NHS Test and Trace and school will no longer be expected to undertake contact tracing.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>School will liaise with parents to encourage testing as advised.</p> <p>For members of staff who are not double vaccinated, if they are identified as a close contact, they will need to self-isolate as advised by NHS Test and Trace.</p>	Anyone testing positive	Ongoing
Managing a confirmed case		<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in school or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>If there is an outbreak, school may revert to an outbreak Management Plan).</p>	School HP team	Ongoing

Managing an outbreak		If we have several confirmed cases within 14 days, we may have an outbreak. If this is the case, we will liaise with the local health protection team and we will follow an Outbreak Management Plan.		
Confirmatory PCR test		Staff and pupils with a positive LFD test result should stay at home and arrange a PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive LFD, and is negative, it over-rides the self-test LFD test and the pupil/ staff member can return to school, as long as the individual doesn't have COVID-19 symptoms		
Clinically Extremely Vulnerable Children		All clinically extremely vulnerable (CEV) children should attend school unless they are under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions .		
Clinically Extremely Vulnerable Staff		Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19 . Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.		
Staff shortage	Children's learning	Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified teacher (under the Education (Specified Work) (England) Regulations 2012). Any redeployments should not be at the expense of supporting pupils with SEND. Headteachers will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff.	Teachers TAs HTs	If needed
Children in self-isolation	Children's learning	If children are in self-isolation and well enough, they will continue to access the learning as per the Remote Learning policy. Teachers will email work to the parents. If a child is entitled to FSMs, our FWs and kitchen staff will arrange the provision of meals.	Teachers FWs	September 2021
Staff in self-isolation		If staff are well but are required to self-isolate, they will be teaching via Teams for the duration of their working hours. TAs will support in the classroom if a teacher is teaching remotely.	Staff self-isolating/ shielding	September 2021