



COVID RISK ASSESSMENT – Full-Time Return Sept 2020

Review fortnightly at ESLT meetings

Read 28.08.2020 guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<p>Risk Assessment written by: headteacher EB & updated Jul Checked by a Chair of Governors and Health & Safety Committee Distributed to all staff and parents</p> <p><i>“As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed.” Updated by (new) headteacher JG Aug 2020 - sent to GB/ CoG</i></p> <p><i>“School employers should have active arrangements in place to monitor that the controls are effective, working as planned & updated appropriately considering any issues identified and changes in public health advice.”</i></p>		<p>Date: 20/07/2020</p> <p>Date: 29/08/2020</p> <p>Review/ CoG visit Sept.</p>
<p>Benefit from this activity</p>	<p>The school is being asked to bring back all children from September, whilst aiming to limit the risk of the spread of coronavirus within the school community</p> <p><i>Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.</i></p>	
<p>Who is at risk</p>	<p>Pupils, families of pupils, staff, families of staff, cleaning contractors (Avalon) and caterers (Chartwells)</p>	
<p>Potential Hazard/Risk</p>	<p>Pupils could catch the coronavirus Pupils could spread the coronavirus to members of their households Staff could catch the coronavirus Staff could spread the coronavirus to members of their households Cleaning contractors and caterers could contract the virus or spread the virus Necessary supporting agencies from September could catch the coronavirus</p>	

	Government Recommendation	School Measures
<p>Effective infection protection and control</p>	<p><i>Minimise the number of contacts that a pupil has during the school day.</i></p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not present themselves on the school site.</p> <p><i>Robust hand and respiratory hygiene:</i></p> <ul style="list-style-type: none"> • Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are washed. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach <p><i>Enhanced cleaning arrangements:</i> - Cleaning frequently-touched surfaces daily using standard products, such as detergents and bleach.</p> <p>Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable by:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • altering, as much as possible, the environment, such as classroom layout - arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible • timetables (e.g. staggered arrival, lunch, departure) 	<p>Pupils and staff (all types of stakeholders) will not attend school if they or a household member has coronavirus symptoms. People who are ill must stay at home.</p> <ul style="list-style-type: none"> • There will be separate entrance and exits for each year group and staggered start and end times (Paterson Road Nursery, Reception and year 1, Oak Green entrance for years 2 and 4, Kitchen entrance (for year 3), staff rear entrance (Years 5 and 6). • Drop off and pick up will adhere to social distancing with 2 metre spacing put out. • All entrances and exits have social distancing clearly marked for parents, staff and children to adhere to. Only 1 parent will drop off and pick up each child. If siblings have to be brought to school and can't be left at home, they must be hand-held by their parent at all times. • There will be a one-way system around the school which will be rigidly stuck to. Moving around the school, each child will be 2 metres away from the next person. • On arrival, every child will sanitise their hands on entering the premises. Parents to take their child's temperatures each morning and will remain at home if they have a temperature. • Pupils to self-isolate during hand-washing in cloakroom areas. Additional soap will be provided and sanitiser that contains alcohol (60%+). • Staff will instruct children to follow the 'catch it, bin it, kill it' approach. • Each pupil will have their own resources on their set table. The children will be allocated a table and chair and that will be their set place in their classroom. • After each morning session, the classroom (table, chairs, door handles, taps and computers) and toilets (handles and taps) will be cleaned and disinfected. The bin bag will be knotted and disposed of. • On pick up, each parent will stand by a social distance marker on the playground for Y1, 2 and 4. Nursery and Reception will enter the building on a one-way route to collect child and continue out the building. • Y5 and 6 will either walk home or be met by a parent at the end of the drive 2 metres apart and their child will be handed to them one at a time. Year 3 children will be collected from outside the hall doors. Parents will leave following the arrows and markers offsite. • Each year group will have a different break-time. Each year group will remain in their own year group bubble. Lunchtime will be staggered. Year 3 and year 6 children will eat in their classroom, Year 1 and 5 in dining room, Year 2 and 4 in hall. • Staff have been requested to wash clothes daily and shower or bath.

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	<p>and break times)</p> <ul style="list-style-type: none"> large gatherings such as assemblies or collective worship with more than one group will be avoided. <p>Refer to the public health advice in the <i>“guidance that makes up a PHE-endorsed essential ‘system of controls”</i>”</p>	<ul style="list-style-type: none"> No parents will enter the school buildings without a prior appointment. No children or staff will enter the office if the secretary is present. Staff will use the phones to contact office staff.
<p>Personal protective equipment (PPE) including face masks</p>	<p>Regular hand washing to be undertaken at every available moment.</p> <p>Where necessary, wear appropriate personal protective equipment (PPE). The government is not recommending universal use of face coverings in all schools. Primary school children will not need to wear a face covering. Face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.</p> <p>Where any adult is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply is available to meet needs.</p> <p>*Schools should have a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face</p>	<p>Social distancing and hand-washing remain two of the best ways to prevent spread of the Covid 19 virus. These MUST be prioritised and as habitual as possible in our school</p> <p>Each area, classroom has a poster detailing how often handwashing should be undertaken and there are hand sanitising points around all entrances into school.</p> <p>All staff have access to two cloth masks and one face-shield/visor, if they choose to wear it.</p> <p>School will not provide face coverings for any children. If parents wish for their child to wear a mask, a short, distanced meeting outside on a morning ‘meet & greet’ with a member of SLT is required so that this can be logged. A log will be kept and managed by Year Leads. Children will be allowed to wear their own face masks if parents wish (preferably cloth as opposed to disposable), providing they are washed daily, a different mask worn in school to the one worn on the way to school and a plastic bag provided for containing any mask not worn. (This to be reviewed at SLT set review dates and may change.) Children MUST have been taught how to safely use these by parents, i.e. hands washed before & after etc – see guidance* and https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education.</p> <p>Staff must be ever-mindful of washing their hands and not touching their faces/eyes/mouths. Staff and pupils are advised to wear clean clothes each day or changed as often as possible.</p> <p>Any necessary visitor must wear their own mask in and around school, including in meetings with staff and with children – masks will not be provided. If staff are in a meeting with outside visitors they should also wear a mask and observe social distancing. (Governors may decide to take an option not to wear a mask, as in the OGS ‘bubble’)</p> <p>Staff will adhere to the Government recommendations. The school will immediately isolate the</p>

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	<p>covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands.</p> <p>If social distancing is not possible in areas outside of classrooms between members of staff or visitors, headteachers have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances.</p> <p>If a child, young person or other learner becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult and a face shield whether a distance of 2 metres can be maintained or not. If contact with the child or young person is necessary, then disposable gloves, a disposable apron, face shield and a fluid-resistant surgical face mask should be worn by the supervising adult. The child will be then be moved to the Reflection Room which has been allocated as an isolation room.</p>	<p>pupil in a ventilated room and telephone parent to collect their child. The medical person on duty responsible for child until collection will wear full PPE equipment provided by school which will be disposed of. Parents will be told to get their child tested. To access testing, parents will be able to use the 119 online coronavirus service. The pupil in question should not return until they obtain a negative test result. The bubble the child is in will continue to operate until test results are known. If the test is positive, then parents are expected to work with the NHS Text and Trace service. Public Health will work with the school and the bubble affected will be closed for a deep clean if test result is positive. Children and staff in that bubble will be sent home to self- isolate for 14 days. If a parent contacts us and says they have to self-isolate, then a self- isolating pack of work will be sent home. If a whole year group bubble has to self-isolate, then learning will continue through google classrooms so learning is not lost. (see procedures for COVID possible symptoms)</p> <p>If more than two test results are positive within 14 days, then the school will seek current advice from the DFE/Public Health and follow this and government guidance.</p>
Shielded and clinically vulnerable children	The Government stated that shielding ended on 1 st August so all children should return to school in September.	If a medical physician deems a child should not return to school, then home-learning/ blended learning will continue.
Shielded and clinically vulnerable adults	The Government stated that shielding ended on 1 st August so all staff should return to school in September.	Staff who have previously been classed as clinically extremely vulnerable due to pre-existing medical conditions will have a risk assessment completed as to how we can make changes to the environment to ensure they can work onsite.

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<p>Class or class sizes (bubbles)</p>	<p>Due to 30 children being in a class from 1st September, social distancing will not happen in classrooms. Oak Green will therefore ensure:</p> <p>When outside moving around the school the 2 m rule is adhered to</p> <p>Regular cleaning of settings</p> <p>Pupils avoid contact with anyone with symptoms</p> <p>Pupils and staff frequently wash hands and follow good respiratory hygiene practices</p> <p>Pupils and staff minimise contact and mixing</p> <p>Children, young people and staff where possible, only mix in a year group bubble and that bubble stays away from other people and bubbles. Classes will only be taught by one teacher and one teaching assistant. A PPA teacher has been allocated to each year group bubble so PPA can still be given without mixing up bubbles.</p>	<p>Children will be taught good hygiene constantly. They will remain in their bubble all day. There will be normal class sizes of 30 in each class and they will be open each working day during term time.</p> <p>We will follow good handwashing and hygiene practises as previously stated.</p> <p>Minimal contact will be achieved through ensuring all bubbles do not mix, use the same areas, share resources, or come into contact with each other, through putting in place the precautions previously stated.</p> <p>We will ensure children, young people and staff, only mix in the same consistent bubble and that bubbles stay away from other people and bubbles at all times.</p> <p>There will be no trips or clubs from September and this will be reviewed mid-term, Sunrise and Sunset Clubs will be available to children returning in September although we will only allow 16 places. 8 for Reception, Y1,2 and 8 for KS2. These children will sit on year group tables in the dining room and have activities on the table. Staffing reduced to two members of staff. Some staff children will be permitted upon agreement at a separate table whilst staggered start times are applied – staff children will not otherwise be in classrooms early.</p> <p>Children will be seated as normal in their classroom, although the tables and chairs will all be forward facing following government guidance. 2m markings are set around areas of the school to assist with movement around school for playtimes. A 1m² area in the doorway of all classes must be available for persons entering the classroom for message etc. and for monitoring/ SLT etc. visits.</p>
<p>Implementing protective measures – Planning & Organising</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening.</p> <p>Soft furnishings to be sprayed with disinfectant, soft toys and toys that are hard to clean (such as those with intricate parts) to come out and be used but then put away for 72 hours before coming out again.</p> <p>Parents cannot gather at entrance gates or doors, or enter the site.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to aid ventilation</p> <p>Outdoor equipment on playground should not be used to ensure no cross contamination.</p>	<p>Headteacher and H&S personnel (Mrs Bagnall) undertook a Health and Safety audit of the school before the 1st June and have carried out any necessary actions needed.</p> <p>Legionnaire water checks have been carried out the week beginning 18th May.</p> <p>Parents have received clear guidance as to the dropping off and collection protocol and they will adhere to the measures set out in this. A parent/school/pupil school agreement will be issued to parents prior to their child returning in September. There are staggered start and ends of day and staggered playtimes and lunchtimes.</p> <p>Doors and windows will remain open to lessen the need to touch them and to aid ventilation depending on the weather.</p> <p>PE equipment when used will then not be used again for at least 72hours.</p>

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<p><i>“Plan for the possibility of a local lockdown”</i> if rates of transmission increase locally</p>	<p><i>Response to any infection:</i></p> <ul style="list-style-type: none"> • <i>Engage with the NHS Test and Trace process.</i> • <i>Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</i> • <i>Contain any outbreak by following local health protection team advice.</i> 	<p>Actions t.b.c. BC LA/ gov.t upon circumstances.</p>

NB 28.08.20 – “Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.”