



Covid-19 Risk Assessment – School Re-opening – March 8th 2021

Risk	Who is at risk	Control Measures	Actions to be implemented	Risk level once implemented
<p>Close contact with parents / carers at the start and end of the day</p>	<p>Staff Parents Children</p>	<p>Parents will be given designated drop off and collection times.</p> <p>Only one parent is encouraged to accompany their child to school and a face covering must be worn on school premises.</p> <p>Parents will not stay on the premises for any longer than is absolutely necessary for the safety of their child.</p> <p>Interactions between parents and staff must be minimal and only if essential and at a safe distance.</p> <p>Parents will be strongly encouraged to adhere to social distancing measures at all times.</p> <p>Arrangements for drop off and collection:</p> <p>Class 1 children to enter school from 8:35am – 8:50am via the reception/nursery class gate.</p> <p>Class 2 children to enter school via the main reception entrance from 8:35am – 8:50am.</p> <p>Class 3 children to enter school via the Class 3 door from 8:35am – 8:50am.</p>	<p>Communication with staff, parents and children</p>	<p>Acceptable</p>

		<p>Class 4 children to enter school via the KS2 Corridor double doors 8:35am – 8:50am.</p> <p>A member of staff will be visible to supervise the children as they enter school.</p> <p>All children must be collected by an adult.</p> <p>Nursery children to be collected at 11:50am from the reception/nursery class gate.</p> <p>Collection of children (staggered times to avoid congestion):</p> <p>Children without siblings in school collected at 3.10pm</p> <p>Children with siblings in school collected at 3.20pm</p> <p>Staff will dismiss children from the same points of entrance</p>		
Contact with parents during the school day	<p>Staff</p> <p>Parents</p> <p>Children</p>	<p>Parents are not permitted to come into the school reception for general enquires.</p> <p>Parents will be strongly encouraged to make all enquiries by contacting the school office either by phone or email.</p> <p>No large gatherings in school including: assemblies, celebration events, music concerts, performances etc...</p>	<p>Communication with staff, parents and children</p>	<p>Acceptable</p>
Visitors to school	<p>Staff</p> <p>Children</p> <p>Visitors</p>	<p>Visitors to school must be made by appointment and only if essential.</p> <p>All arranged appointments must be authorised by the HT, AHT or Business Manager.</p>	<p>Communication with staff, parents and children</p>	<p>Acceptable</p>

		<p>Visitors must sign in using the signing in book and must wear a face covering when moving around school.</p> <p>All visitors must use the hand sanitiser station next to the reception upon entering the building.</p> <p>Delivery/postal staff to wear a face covering at all times when entering the reception area.</p> <p>Parents may collect their child during the school day, by prior arrangement for essential medical and dental appointments only.</p>		
Close contact between children and staff	Staff Children	<p>Bubbles will be made up of single classes.</p> <p>Bubbles will not mix with any other bubbles during the school day.</p> <p>Staff may be required to work in different bubbles during the week, however this will be minimised where possible.</p> <p>All staff are only permitted to work with the children allocated to them on that day and MUST ensure that their group does not come into contact with any other group.</p> <p>Children must not be sent to the office for any reason.</p> <p>Children should not come to the HT's office to share work. Instead, the HT, if informed, will come to the classroom and observe from a safe distance.</p> <p>Posters provided by the DfE will be displayed around school, in particular in all entrances and every classroom that is in use.</p>	Communication with staff and children	Acceptable

		<p>Staff to maintain a safe distance from children wherever possible, stand above the children rather than crouching and avoid face to face, close contact where possible.</p> <p>Staff working with Class 1 children to limit the amount of time spent at the children’s height. Staff to regularly wash their hands/sanitise.</p> <p>If used, sports equipment thoroughly cleaned between each use by different groups and contact sport avoided. Outdoor sport should be prioritised where possible to maximise distancing.</p> <p>Singing should be limited to groups of no more than 15 pupils. Physical distancing (back to back or side by side) should be applied.</p> <p>Breakfast Club and Teatime Club will resume with reduced numbers and accessed only by those children whose parents meet the essential criteria. Social distancing cannot be guaranteed, but care will be taken to avoid prolonged close contact between staff and children.</p>		
<p>Staff or children displaying symptoms</p>	<p>Staff Children</p>	<p>Staff or children that become unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>Children awaiting collection should be moved to the Den, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>The Den should not be used for any other reason.</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 should be</p>	<p>Communication with staff, parents and children</p>	<p>Acceptable</p>

		<p>cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE, including face visor should be worn by staff caring for the child while they await collection if a distance of 2 meters cannot be maintained (such as for a very young child or a child with complex needs).</p>		
Welfare and wellbeing of staff	Staff Children	<p>Clinically vulnerable staff as determined COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable will not be required to attend school. Instead, they will be provided with work to do at home.</p> <p>The staff toilets MUST be limited to 1 person at a time.</p> <p>Staff must wear a face covering when supervising the children at the start and end of the school day.</p> <p>Staff must also wear face coverings in all communal areas around school, including corridors, photocopying room, main reception and staff room.</p> <p>Face coverings only to be removed when eating and drinking in the staff room.</p> <p>Office staff will work back to back, and at a safe distance. No equipment will be shared. Room will be well ventilated. Regular sanitising, and cleaning of touch points, e.g. door handle.</p> <p>Non-office staff not to enter the office. Instead to use the reception hatch to communicate with JW or JF.</p> <p>Strict social distancing guidelines must be adhered to in the staff room at all times. Staff should spend limited time in the staff room; enough</p>	Communication with staff and children	Acceptable

		<p>time to eat their dinner and have a drink. Staff should be sat at least 2 metres apart.</p> <p>Staff are encouraged to use other spaces around school to eat their lunch to minimise contact with others.</p> <p>Hand sanitiser will be provided in reception. Staff must sanitise their hands prior to entering school premises.</p> <p>Staff must not congregate before or after school.</p> <p>Staff must minimise social interactions with each other and maintain a 2-metre distance at all times.</p> <p>Wellbeing support, including counselling is available for all staff to access. In the first instance, staff should speak to the HT or AHT.</p>		
Personal hygiene	<p>Staff</p> <p>Children</p>	<p>ALL staff and children MUST frequently wash their hands with soap and water for 20 seconds and/or sanitise their hands thoroughly.</p> <p>All staff and children MUST clean their hands-on arrival at school, after break time, before and after eating, and after sneezing or coughing, and at the end of the day.</p> <p>ALL staff and children are encouraged not to touch their mouth, eyes and nose.</p> <p>ALL staff and children MUST use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Hand soap, paper towels and hand sanitiser will be provided in every classroom.</p>	Communication with staff and children	Acceptable

		Staff will ensure that help is available for children and young people who have trouble cleaning their hands independently.		
Contamination of rooms and equipment	Staff Children Visitors	<p>Limited outdoor play equipment will be used at playtime and lunchtime.</p> <p>Toilets will be thoroughly cleaned at the end of each day.</p> <p>Classrooms will be reorganised to aim to accommodate all pupils facing forward (with the exception of Class 1 – Foundation age).</p> <p>Non-essential equipment will be removed from classrooms where possible.</p> <p>Staff will use reduced physical resources during the course of the day and will be responsible for cleaning ALL resources used at the end of the day / session, e.g. headphones, iPads.</p> <p>Children in the same bubble will share resources and equipment through the day but these will be cleaned at the end of each day (or nursery session) and children will wash their hands regularly.</p> <p>Children will sit facing forwards (with the exception of Class 1).</p> <p>Children must not bring anything to school except for a water bottle, packed lunch and coat/gloves/hat (packaged, shop bought sweets can be brought in for birthdays – parents to communicate with class teachers).</p> <p>Every classroom will be provided with cleaning materials.</p> <p>Teachers will be responsible for any necessary mid-session cleaning requirements.</p>	Communication with staff and children	Acceptable

		<p>Staff are encouraged to have windows open throughout the day to provide ventilation.</p> <p>Staff must wash their hands after using shared resources i.e: photocopier. Screen wipes will be provided to wipe down resources before and after use.</p>		
Intimate care, First Aid and administering medication	Staff Children	<p>Staff MUST minimise all physical contact with children.</p> <p>The only acceptable reasons for any physical contact are to carry out intimate care, first aid and administer medication.</p> <p>First Aid Where first aid is required, the member of staff must:</p> <ul style="list-style-type: none"> • Make an initial assessment from a distance • Where possible enable the child to administer first aid themselves, e.g. using an antiseptic wipe, cold compress. • PPE (gloves, mask and apron) for first aid carried out by staff • Call parent to administer first aid if necessary <p>Intimate Care</p> <p>Intimate care will be carried out by an appropriate member of staff.</p> <p>School uniform stocks may be used to change a child that has wet or soiled themselves. All returned clothing must be laundered before returning for use.</p> <p>Full PPE must be worn for intimate care procedures; this includes gloves, masks and aprons. Correct procedure for putting on, taking off and disposal of PPE equipment MUST be adhered to.</p>	PPE procedure to be shared with staff	Acceptable

		<p>Administering Medication</p> <p>The only medication that can be held in school are asthma inhalers and EpiPens.</p> <p>PPE equipment must be worn if a staff member is required to support a child with an inhaler or to use an EpiPen.</p> <p>PPE</p> <p>PPE supplies are located in the office.</p> <p>All waste created from first aid and intimate care must be bagged and binned. The member of staff administering first aid / intimate care will be responsible for the safe disposal of all waste materials.</p> <p>Staff must ensure adequate hand washing before and after undertaking first aid and intimate care.</p>		
<p>Cleanliness of the environment</p>	<p>Staff Children Visitors</p>	<p>The school will be subject to increased cleaning on a daily basis.</p> <p>Waste bins will be emptied at the end of the day by the cleaning staff.</p> <p>Cleaning staff will clean all classrooms and communal areas at the end of every day, paying particular attention to: desks, chairs, doors, sinks, toilets and light switches (touch points).</p> <p>Cleaning staff will adhere to the following additional cleaning precautions:</p> <ul style="list-style-type: none"> • 1 soft cloth per classroom will be used only by the cleaners and will not to be transferred from bubble to bubble. • The cleaning cloth to be sterilised thoroughly. 	<p>Communication with staff</p>	<p>Acceptable</p>

		<ul style="list-style-type: none"> • Mop heads to be sterilised at the end of each day. • Communal light switches, door handles, photocopier screen/buttons/staff room fridge/kettle to be cleaned every night. <p>Staff will use minimal physical resources during the course of the day and will be responsible for cleaning ALL resources used at the end of the day / session.</p> <p>Cleaning equipment provided for each individual classroom, PPE gloves, tissues.</p>		
Outdoor environment	Staff Children	<p>Staff are encouraged to utilise outdoor spaces for learning (weather permitting).</p> <p>Teachers must ensure that their bubble does not come into contact with other bubbles.</p>	Communication with staff and children	Acceptable
Lunchtimes	Staff Children	<p>Class 1 and 2 will eat their lunch in the main hall. Classes to eat at opposite ends of the hall so that children do not mix.</p> <p>Class 1 – collect hot dinners from 12pm Class 2 – collect hot dinners from 12:10pm Class 3+4 – collect hot dinners from 12:15pm</p> <p>Class 3 and 4 children will eat lunch in their classrooms. Those on hot meals, will collect their dinners from the main hall and return to their class. No contact will be made with other class bubbles. A member of staff from Class 3 and 4 will supervise the children to collect their hot meals to ensure that bubbles do not mix.</p>	Communication with staff and children	Acceptable

		Bubbles are assigned areas of the playground where they can play after their lunch. LSAs to ensure that bubbles do not cross on route to the playground and when returning to their classrooms. Children must wash their hands before and after they eat their lunch.		
Office / shared resources	Staff	Staff are encouraged to use their own phones to make calls, using the number withheld feature and only if they have sufficient minutes and are comfortable to do so. Photocopiers will be cleaned daily by cleaning staff. Staff requiring support from the main office must use the reception hatch. Staff must not share their own equipment i.e. laptop, stationary.	Communication with staff and children	Acceptable

Dates:	
Staff consultation completed	02.03.21
Risk assessment completed	02.03.21
Review date	Weekly
Carried out by:	
Headteacher	02.03.21