

Risk Assessment for opening school dated 1st June 2020

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| Who is at Risk? | Pupils, Staff and Pupils’ families | | |
| How can the hazards cause harm? | Covid 19 outbreak | | |
| The Risk assessment for children and staff is in light of recent government guidance and the following principals are adhered to: | | | |
| <ul style="list-style-type: none">• The school offer adheres to guidance from the DfE• The offer to the most vulnerable pupils is at the heart of the school offer• All pupils should have access to full time learning either at home or in school• Open and clear communication to all stakeholders, particularly parents/carers• The emotional well-being of pupils and staff is a priority, and this must be a focus for all decisions made• No pupils or member of staff to come to school if unwell, coronavirus symptoms or any other symptoms• Hygiene routines to be established and adhered to | | | |
| Specific Issue | Control Measures | By who and when | Notes |
| Preparing the site | | | |
| Health and safety check of the building | Health and Safety check of site before opening. <ul style="list-style-type: none">• Water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.• Recommission all systems including gas, heating, water supply, mechanical and electrical systems, and catering equipment.• Check your fire safety systems including making sure:<div>all fire doors are operational</div><div>fire alarm system and emergency lights are operational</div><div>Fire drill procedure stays the same</div> | LS Caretakers | |
| Cleaning | The school is clean and cleaning products are available. Processes are in place for cleaning during the day | LS Caretakers | |

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| | <ul style="list-style-type: none"> • Lunchtime staff will clean midday. • School will be cleaned at the end of the day. On Wednesday the school will be 'deep cleaned'. • e.g. door handles, surfaces, equipment, toilets • Cleaning tools available in each teaching area e.g. cloths, gloves, detergent, tissues | | |
| Hygiene | <ul style="list-style-type: none"> • Soap, hot water in every toilet • Hand sanitiser stations e.g. school entrance, hall • Location of bins • Tissues in every learning area • Doors propped open in classrooms. • Windows open where possible • Decide when hands cleaned e.g. arrival, break, before lunch, after lunch, before going home, before and after using equipment such as bikes. • Fans are not to be used in school. • Hand dryers are not to be used – only paper towels. | LS Caretakers | |
| Movement around the school | <ul style="list-style-type: none"> • One way systems in corridors • Lunch in classrooms • Playgrounds, drop off and pick up areas • Spacing of desks • Not sitting on the carpet • Unnecessary items removed from classrooms • Have individual pens/pencils/books for each child • Posters displayed | SLT Teachers LSAs | |
| Practical steps to reduce risk | | | |

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| Safe group size Staff ratios Teaching groups | <ul style="list-style-type: none"> • Structure of week – days and opening times for year groups and ‘bubbles’ e.g. staggered start times break times lunch times end of day arrangements group assemblies • Allocation of teacher and TA to each group Nursery, Rec, Year 1 Year 6, Key worker and vulnerable children • Number of children in each group • Availability of first aider, DSL, SEND co • Cleaner and caretaker rotas • Clear signage to guide parents and carers • Encourage walking to school • No scooters or bikes are allowed on the school site. | Teachers SLT LSAs | |
| Resources | <ul style="list-style-type: none"> • Distribution of resources e.g. Each will group have own set of pencils, whiteboards, PE and playtime equipment • Resources brought in from home e.g. water bottle, coats – are not permitted • Resources going home – this is not permitted | Teachers LSAs | |
| PPE Equipment | <ul style="list-style-type: none"> • Masks, gloves and aprons are available | Nursery when changing children | |
| Uniform | <ul style="list-style-type: none"> • School uniform to be worn and changed daily – pupils to have clean uniforms on a daily basis. • Staff to change clothes on a daily basis. | LS TS | |

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| Catering | <ul style="list-style-type: none"> • School kitchen will be open. • All areas have been cleaned and disinfected – this includes all areas and surfaces prior to reopening. • Grab bags will be provided for all children. • Staff to bring their own lunches in a cool bag – the fridge is not to be used. • Staff will use the K.S.1. and K.S.2. Hall for breaks and lunch. Tables will be arranged so that social distancing can take place. Staff will sit in the same seat at break time and lunch time. • Staff will not use the staff room unless they are getting water. • Staff to bring their own drinks, provisions for making drinks and their own mugs to use. | | |
| Attendance | <ul style="list-style-type: none"> • Attendance register for each year group, 'bubble' or group • Continue with arrangements for safeguarding vulnerable children • Arrangements for contacting children not attending • Arrangements for parents contacting schools to inform of absences | AOS HH Office | |
| SEND and behaviour support | <p>Agree what returning support is available and put in place for the return of SEND pupils</p> <p>Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans</p> <p>Ensure consideration for transitions are given for SEND pupils e.g. sharing of IPM info, SEND reports</p> <p>Consider review of IPMs/annual reviews etc</p> <p>All children on the Child Protection who wish to remain at home risk assessed.</p> | SEND team HH | |

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| Communicate updated policy and procedures to staff and Governors | Update Staff/Governors with (but not limited to): <ul style="list-style-type: none"> • Covid-19 Policy and procedures and any risk assessments that have been written • Confidentiality Policy • Safeguarding and Child Protection • Data Protection Policy • Update behaviour policies to reflect the new rules and routines necessary • Updates from the DFE and guidance from the Public Health England 2020 • Arrangements for the return of pupils and parents. • Update the website if applicable • Ensure all staff trained on updates policies and procedures | FGB meeting and sub committees still being held via Teams | |
| Safeguarding | <ul style="list-style-type: none"> • Support for vulnerable families: Plan a support package for families who are vulnerable in order to help them transition back to school. - Telephone calls to families if needed - Individual support plans around the family, working alongside other agencies as appropriate. - | HH SLT | |
| Communication | | | |
| Communication with staff | <ul style="list-style-type: none"> • All staff are up to date with: Opening procedures Updated policies Needs of the groups they are teaching • Regular opportunities for feedback | SLT Office PA | |

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| Communication with parents | Parent survey to identify likely numbers of pupils returning <ul style="list-style-type: none">• Drop off and collecting routines• Procedure to contact teachers | | SLT | |
| Front office | <ul style="list-style-type: none">• Outer door buzzers and handles to be cleaned at least three times.• Cleaning equipment and gloves have been provided | | Cleaners | |
| Home learning and Curriculum | | | | |
| Curriculum | <ul style="list-style-type: none">• Organisation of timetable for week for class/group groups in liaison with colleagues for same cohort of children.• Which lessons or classroom activities could take place outdoors• Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to ‘catch up’ support | | SLT | |
| Home learning | <ul style="list-style-type: none">• Plan ongoing learning offer for eligible pupils who can’t attend school, as well as offer for those that continue to be out of school | | Teachers Newsletter Padlet Website | |
| REVIEWS AND REVISIONS | | | | |
| Review date | Name of Assessor | Is assessment still valid? | If not, list adjustments with details of who will action and by when | Notes |
| 1 June 2020 | HT & SLT | | Review in the light of any government updates/Local authority/Diocese. | |