SCHOOL RE-OPENING DURING COVID-19 PANDEMIC - PLAN AND RISK ASSESSMENT FOR SEPT 2020

Workplace Activity:	School opening for all staff and pupils from 3rd September 2020	Date:	10/7/20 UPDATED 1/9/20 UPDATED 3/11/20 UPDATED15/12/20

Potential Risk		Assessment of Risk		
		Low	Med	High
1	**Lack of social distancing in the classroom** resulting in direct transmission of the virus.			X
2	**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus			X
3	**Lack of social distancing waiting to enter classroom in morning** resulting in direct transmission of the virus		X	
4	**Lack of social distancing during playtimes and lunchtimes** resulting in direct transmission of the virus		X	
5	**Lack of social distancing when eating lunch** resulting in direct transmission of the virus			X
6	**Lack of social distancing in the corridors** (including in emergency situations) resulting in direct transmission of the virus		X	
7	**Contact of shared resources** resulting in indirect transmission of the virus			X
8	**Lack of social distancing by staff**			X
9	**Emotional distress of pupils and staff**	X		
10	**Risk of spreading virus due to close contact with children – 1:1, small group, first aid administration and restraint** resulting in direct transmission of the virus			X
11	**Risk of spreading virus due to poor hygiene** resulting in indirect transmission of the virus			X
12	**Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus			X
13	**Risk of illness of vulnerable staff, children and their family members** through direct and indirect transmission of the virus			X
14	**Increased risk of exposure to contamination from visitors** – including parents, contractors and external agencies (speech therapists, sports teachers, consultants etc).			X

Risk 1	**Lack of social distancing in the classroom** resulting in direct transmission of the virus
Control measures	1. Organisation of Bubbles - Bubble 1: Elm, Beech, Chestnut, Hazel, Bubble 2: Ash, Lime, Cedar 2. Class rules created for and with the children to suit the current guidance: (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school as well as usual Team Bartons values and expectations). 3. Set seating plan so children have their desk which is the same every day 4. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom. 5. Children can have a tray (stored in a unit) for their personal possessions and reading books. They may access all other classroom trays and share resources in their bubbles. 6. Children stay in their class for the majority of the time, including lunchtimes. This will differ for EYFS. 7. When sitting on the carpet the children need to be as spread out as possible (some could sit at desks) 8. Water bottles should be stored by the sink. 9. Ensure good ventilation in each classroom all day (windows or doors open). 10. Children come to school dressed in school uniform and in PE kit on PE days. 11. Children will mostly stay in their classroom – the hall will be used for lessons where necessary, but there will not be any assemblies in the hall. If PE can be done outside then it should be and all PE must be non-contact. 12. Parents must carefully consider the number of after school clubs/care providers they are using. 13. Year 5 and 6 children walking to school alone may bring a mobile phone but this will be collected by the class teacher and stored in a classroom cupboard. All phone must be switched off. 14. Music, dance and drama can take place but social distancing should be adhered to where possible.

Risk 2	**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus
Control measures	1. EYFS to only use the toilets in the classroom, which will also be available at break times. 2. Year 1 and Year 2 to only use the toilets in the classrooms. 3. Year 3, 4 and 5 to use the allocated toilet/sink in the KS2 block. 4. Year 6 to use the adult toilet next to their classroom only. This will not be used by the adults. 5. Extra signs are displayed in the toilets re: washing hands 6. Soap dispensers will be filled each day 7. Hand driers can be used.

Risk 3	**Lack of social distancing waiting to enter/leave the classroom in morning/afternoon** resulting in direct transmission of the virus
Control measures	1. Staggered drop off and pick up times for different year groups – 8.40am Bubble 1 & 8.50am Bubble 2. 2. Spray painted markers are around the school site to support children and parents on arrival. 3. Face coverings must be worn by parents/carers when they are on site unless they are exempt. 4. Families must maintain social distance at drop off and collection times. 5. On arrival parents must not enter the marked area under the canopy. Goodbyes must be said outside of this area and then parents need to leave the school site immediately. Teachers and TAs will stay inside the school building. 6. On collection parents must not enter the marked area under the canopy. Children will be dismissed one at a time and the expectation will be that parents leave the site immediately. Teachers and TAs will stay inside the school building. 7. The storage of bikes and scooters will be permitted. They should be locked.

Risk 4	**Lack of social distancing during playtimes and lunchtimes** resulting in direct transmission of the virus
Control measures	1. Playtimes will be staggered and the children will play in allocated zones. An adult will be on duty in each zone. 2. Wet breaks will take place in 'bubbles' or classes. Activities and equipment for this will be planned by the teacher – they will need to be mindful of the equipment being used. Equipment will need to be cleaned at the end of the break/day.

Risk 5	**Lack of social distancing when eating lunch** resulting in direct transmission of the virus
Control measures	1. MMS will be allocated to set classes for supervision. 2. Children will eat lunch in the hall or in their classrooms to account for social distancing.

Risk 6	**Lack of social distancing in the corridors** resulting in direct transmission of the virus
Control measures	1. Children will go to the toilet one at a time. 2. When moving a class around the school – 1 metre should be maintained between children and 2 metres between staff. 3. The one way system will only allow for movement from the school office in the direction of Elm Class. Any travel in the opposite direction (towards the hall) will be made outside under the canopy to the library door. 4. Children must only visit the library with an adult following the one-way system.

Risk 7	**Contact of shared resources** resulting in indirect transmission of the virus

Control measures	1. Children will be issued with an individual set of equipment. They should not bring these items from home. 2. Tables will be cleaned throughout the day. 3. Children's hand washing routine will be in place to reduce contamination. This will take place on arrival, before and after break, before and after lunch and before home time. Children will be reminded to wash their hands after using the toilet.

Risk 8	**Lack of social distancing by staff**
Control measures	Staff will receive training about this.

Risk 9	**Risk of spreading virus due to close contact with children – 1:1 and restraint** resulting in direct transmission of the virus
Control measures	1. Children will need to be reminded to maintain distance from adults. 2. A reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that other children or staff are put at risk – See COVID-19 Behaviour Addendum. 3. One off administration of medicines or short term prescriptions brought in by pupils will be considered on an individual basis. Parents may be asked to return to school throughout the day to administer this to their child. 4. PPE may be worn by staff to deliver first aid. 5. Any individual displaying symptoms MUST NOT attend the setting.

Risk 10	**Risk of spreading virus due to poor hygiene** resulting in indirect transmission of the virus
Control measures	1. Hand gel dispenser inside of all classrooms 2. Children hand-wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. Children should also wash their hands before and after using a different room in school. 3. Washing hands posters replaced in all washing areas. 4. Reminders how to wash hands properly – videos and posters. Procedure agreed when whole class are washing hands e.g. wet hands add soap and move to the back of the line etc. 5. Re-teach 'Catch it, Bin it, Kill it' approach for coughs and colds.

Risk 11	**Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus
Control measures	1. Each day the cleaning team will complete their cleaning schedule for COVID-19. This will include classrooms, staffroom, the main office, toilets and touch points.

Risk 12	**Risk of illness of vulnerable staff, children and their family members** through direct and indirect transmission of the virus
Control measures	1. Children who are extremely clinically vulnerable can return to school in September under the recommendation of their medical professional. If rates of infection rise in the area they may be advised to shield again.

Risk 13	**Emotional distress of the children and staff**
Control measures	1. WWO, values and growth mind-set work to support children's mental health will be ongoing. This should aim to rebuild relationships, address issues relating to COVID 19 and provide support.

Risk 14	**Increased risk of exposure to contamination from visitors** – including parents, contractors and external agencies (speech therapists, sports teachers, consultants, supply teachers etc).
Control measures	1. Parents will be admitted in to the reception area to talk to office staff, one at a time, and adhering to the social distancing line on floor. The glass window will be left shut. 2. Sports coaches and music teachers will be able to deliver lessons but they must adhere to the schools risk assessment and wear a visor. 3. Visitors may come into school to work with classes or individuals (e.g. Speech and language therapists, school nurses) but they must adhere to the school risk assessment. 4. A record of all visitors to the school site must be kept for test and trace purposes. 5. Class visits (off-site) may go ahead but all risk assessments must be completed 3 weeks in advance and COVID-19 risk assessments from the venue must be attached.

Comments	**WE HAVE TO ACCEPT THAT YOUNG CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS** **WE HAVE TO ACCEPT THAT WE CANNOT GUARANTEE THAT STAFF AND PUPILS WILL NOT CONTRACT COVID-19**

ADDITIONAL INFORMATION:

ATTENDANCE

1. School attendance is mandatory for all pupils.
2. Parents will be expected to contact the school if their child is absent. School procedures for making contact will be in place.
3. Registers will be taken on SIMS by 9am.
4. Absence will be followed up and sanctions e.g. FPN, can be applied.
5. In the case of local lockdown or full closure the schools plans for part time blended learning or key worker provision will be put into place in line with government guidance at the time.
6. The Behaviour Policy Appendix will be used as will the COVID-19 Addendum. Pupils will be isolated if they behave in a way that increases the risks as listed above. The child will need an individual risk assessment to be written (or health care plan). The usual disciplinary powers used by schools will be in place.

SUSPECTED AND CONFIRMED CASES OF COVID 19

1. All staff, pupils and other adults must not come into school, and must self-isolate for 10 days, if they have coronavirus symptoms, (a new continuous cough, a high temperature or a loss or change in their normal sense of taste or smell) or have tested positive.
2. In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).
3. Anyone developing coronavirus symptoms during the school day will be sent home and advised to follow the stay at home guidance according to PHE, which currently sets out that they must isolate for at least 10 days and arrange to have a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
4. Parents and staff must inform the school immediately of the results of a test and follow this guidance:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

5. Schools should contact the local health protection team if a member of the school community tests positive. This team will also contact schools

directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

6. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection

7. The response to a suspected case in school is: the child will be taken to the first aid room immediately. Staff in PPE must stay with the child until the parent arrives. Siblings will also be sent home and the family must arrange a test and isolate for the specified time. A member of the SLT will make a decision regarding children returning to school. The member of staff who was with the child – removes PPE in first aid room and seal in black bags. They must wash hands and use hand gel. (Staff can return to work after this situation) A deep clean will be carried out in the first aid room.

FACE COVERINGS

1. It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody 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, education settings should take steps to have a small contingency supply available to meet such needs.
2. 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. Plastic bags will not be supplied by the school. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must not 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 again before heading to their classroom.
3. If masks are worn a new disposable face covering or a clean re-usable face covering should be used each day

https://www.gov.uk/government/publications/face-coverings-in-education

SAFEGUARDING

1. All staff will continue to adhere to statutory duties as outlined in KCSIE September 2020.
2. The governing body will continue to fulfil its safeguarding duties through regular contact with DSL's.
3. First day absence procedures will continue to be used.
4. All staff must challenge anyone on site they do not recognise – especially whilst staggered drop off and collection times are in operation.