

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

Workplace Activity:	School opening for all staff and pupils from 3 <sup>rd</sup> September 2020	Date:	10 <sup>th</sup> July
---------------------	---	-------	-----------------------

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

<b>Risk 1</b>	<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Organisation of Bubbles - Bubble 1: Elm Class, Bubble 2: Beech, Chestnut, Hazel, Bubble 3: Ash, Lime, Cedar</li> <li>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).</li> <li>3. Set seating plan so children have their desk which is the same every day</li> <li>4. Coats kept on pegs - children sent in small groups to hang up and collect coats - supervised when not in the classroom.</li> <li>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.</li> <li>6. Children stay in their class for the majority of the time, including lunchtimes. This will differ for EYFS.</li> <li>7. When sitting on the carpet the children need to be as spread out as possible (some could sit at desks)</li> <li>8. Water bottles should be stored by the sink.</li> <li>9. Ensure good ventilation in each classroom all day (windows or doors open).</li> <li>10. Children come to school dressed in school uniform and in PE kit on PE days.</li> <li>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.</li> <li>12. Clubs will be available to bubbles - children will have to change at the end of the school day if attending a sports club. Parents must carefully consider the number of after school clubs/care providers they are using.</li> <li>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.</li> <li>14. At the moment, children will not be participating in singing.</li> </ol>
<b>Risk 2</b>	<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. EYFS to only use the toilets in the classroom, which will also be available at break times.</li> <li>2. Year 1 and Year 2 to only use the toilets in the classrooms.</li> <li>3. Year 3, 4 and 5 to use the allocated toilet/sink in the KS2 block.</li> <li>4. Year 6 to use the adult toilet next to their classroom only. This will not be used by the adults.</li> <li>5. Extra signs are displayed in the toilets re: washing hands</li> <li>6. Soap dispensers will be filled each day</li> </ol>
<b>Risk 3</b>	<b>Lack of social distancing waiting to enter/leave the classroom in morning/afternoon</b> resulting in direct transmission of the

	virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Staggered drop off and pick up times for different year groups - 8.40am Bubble 2, 8.50am Bubble 3 and 9am Bubble 1.</li> <li>2. Spray painted markers are around the school site to support children and parents on arrival.</li> <li>3. Face coverings for adults and children but must be removal on entry and stored in a bag or parents take them home.</li> <li>4. Families must maintain social distance at drop off and collection times.</li> <li>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.</li> <li>6. On collection parents must not enter the marked area under the canopy and they must stand apart from other parents. 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.</li> <li>7. The storage of bikes and scooters will be permitted.</li> </ol>

<b>Risk 4</b>	<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Playtimes will be staggered and the children will play in allocated zones. An adult will be on duty in each zone.</li> <li>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.</li> </ol>

<b>Risk 5</b>	<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. MMS will be allocated to set classes for supervision.</li> <li>2. Children will eat lunch in the hall or in their classrooms to account for social distancing.</li> </ol>

<b>Risk 6</b>	<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Children will go to the toilet one at a time.</li> <li>2. When moving a class around the school - 1 metre should be maintained between children and 2 metres between staff.</li> <li>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.</li> <li>4. Children must only visit the library with an adult following the one-way system.</li> </ol>

<b>Risk 7</b>	<b>Contact of shared resources</b> resulting in indirect transmission of the virus
---------------	--

<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Children will be issued with an individual set of equipment. They should not bring these items from home.</li> <li>2. Tables will be cleaned throughout the day</li> <li>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.</li> </ol>
<b>Risk 8</b>	<b>Lack of social distancing by staff</b>
<b>Control measures</b>	Staff will receive training about this.
<b>Risk 9</b>	<b>Risk of spreading virus due to close contact with children - 1:1 and restraint</b> resulting in direct transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Children will need to be reminded to maintain distance from adults.</li> <li>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.</li> <li>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.</li> <li>4. PPE may be worn by staff to deliver first aid.</li> <li>5. Any individual displaying symptoms MUST NOT attend the setting.</li> </ol>
<b>Risk 10</b>	<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Hand gel dispenser inside of all classrooms</li> <li>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.</li> <li>3. Washing hands posters replaced in all washing areas</li> <li>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.</li> <li>5. Re-teach 'Catch it, Bin it, Kill it' approach for coughs and colds.</li> </ol>
<b>Risk 11</b>	<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>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.</li> </ol>

<b>Risk 12</b>	<b>Risk of illness of vulnerable staff, children and their family members</b> through direct and indirect transmission of the virus
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable can return to school in September. If rates of infection rise in the area they may be advised to shield again.</li> <li>2. Children who are no longer required to shield may need to follow advice from their health professionals.</li> </ol>
<b>Risk 13</b>	<b>Emotional distress of the children and staff</b>
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Transition videos have been prepared and shared with the children. Q and A sessions provided.</li> <li>2. Transition meeting have taken place between staff.</li> <li>3. WWO, values and growth mind-set work to support children's mental health should take place in the first few weeks. This should aim to rebuild relationships, address issues relating to COVID 19 and provide support.</li> </ol>
<b>Risk 14</b>	<b>Increased risk of exposure to contamination from visitors</b> - including parents, contractors and external agencies (speech therapists, sports teachers, consultants etc).
<b>Control measures</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Sports coaches and music teachers will be able to deliver lessons but they must adhere to the schools risk assessment.</li> <li>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.</li> <li>4. Volunteers can work in school but their role must be clear and they will need to be trained so they understand and adhere to the school risk assessment.</li> <li>5. A record of all visitors to the school site must be kept for track and trace purposes.</li> <li>6. 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.</li> </ol>
<b>Comments</b>	<p><b>WE HAVE TO ACCEPT THAT YOUNG CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS</b></p> <p><b>WE HAVE TO ACCEPT THAT WE CANNOT GUARANTEE THAT STAFF AND PUPILS WILL NOT CONTRACT COVID-19</b></p>

## **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 CASES OF COVID 19**

1. All staff, pupils and other adults must not come into school 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) have tested positive in the last 7 days.
2. Anyone developing coronavirus symptoms during the school day will be sent home and advised to follow the stay at home guidance which currently sets out that they must isolate for at least 7 days and arrange to have a test to see if they have coronavirus. They must provide details of who they have been in contact with. Other members of the household should self-isolate for 14 days from when the person first had symptoms.
3. All members of the community must engage with the NHS Test and trace process.
4. Parents must inform the school immediately of any test result.  
In the case of a negative result and the child/staff member does not feel ill, they can stop self-isolating. Other members of their household can stop self-isolating.  
In the case of a positive result, they should follow the stay at home guidance and must continue to self-isolate for 7 days from the onset of their symptoms and then return to school if they have no symptoms other than a cough or loss of sense or smell or taste. These symptoms can last for several weeks after the infection has gone. Other members of the household must self-isolate for 14 days.
5. If a member of the school community has attended school and tested positive for COVID 19 then the school will contact the local health protection team. This team may also contact the school when identifying cases in the Test and trace system. The health protection team will guide the school on further actions including definitive advice on who should be sent home.

### **SAFEGUARDING**

1. All staff will continue to adhere to statutory duties as outlined in KCSIE 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.

