

RISK ASSESSMENT FOR the reopening of Stone Church of England Combined School following coronavirus (COVID-19) lockdown		Date: 18.05.2020
Assessment written by: Headteacher Checked by Chair of Governors, Health & Safety Committee & Full Governing Body. Distributed to all staff and parents		
Benefit from this activity	The school is being asked to continue providing a safe learning environment for key worker & vulnerable children from all year groups and to plan to provide a safe learning environment for Reception, Year 1 and Year 6 children, whilst aiming to limit the risk of the spread of coronavirus within the school community	
Who is at risk	Pupils, families of pupils, staff, families of staff	
Potential Hazard/Risk	Pupils could catch the coronavirus Pupils could spread the coronavirus to members of their household Staff could catch the coronavirus Staff could spread the coronavirus to members of their household The government has acknowledged that social distancing in schools is unlikely to be possible. We are unable to place 15 chairs at a 2m distance in any classroom.	

	Government Recommendation	School Measures
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Effective infection protection and control

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.

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

Cleaning frequently touched surfaces daily using standard products, such as detergents and bleach.

Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (eg staggered arrival, departure and break times).

As it is unlikely that primary pupils will social distance, we will take the 'social bubble' approach. This means we will view each group as a 'family' group – keeping the children and staff consistent. Children and staff are likely to touch the same resources and each other, particularly in EYFS and KS1 – we will use regular handwashing to minimise risk.

Pupils and staff will not attend school if they or a household member has coronavirus symptoms. On arrival, every child will wash/sanitize their hands. Parents to check if their child has any of the coronavirus symptoms before bringing to school including checking their temperature. Updated symptom list to be sent to staff and parents.

Sanitizer will be provided that contains at least 60% alcohol and soap will be available in classrooms and washrooms . Parents to ensure children are used to washing hands independently. Hand sanitiser to be available on entry to school, in each classroom, in main hall, at main entrance, in each office, in staffroom. Children to clean hands on arrival to the setting, before and after eating, after sneezing or coughing and before going home.

We will display the following posters in appropriate areas:

- ☑ Horrid hands
- ☑ Super sneezes
- ☑ Hand hygiene
- ☑ Respiratory hygiene
- ☑ Microbe mania

Ensure handwashing guidance posters are displayed by all wash basins.

Staff will instruct children to follow the 'catch it, bin it, kill it' approach. Ensure there is a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up. After each morning session, the classroom and toilets will be cleaned and disinfected. Purchase and provide lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste. The bin bag will be knotted and disposed of.

All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be regularly cleaned and thoroughly cleaned at the end of each day.

There will be separate entrance and exits for each class where possible. Rooms will be accessed directly from outside or their closest entrance where possible.

Staff remain at a safe distance from each other at lunchtime or during breaks. Limit numbers to a maximum of 5 in staffroom ensuring that staff remain at a safe 2m distance from each other. Encourage staff to use the school hall for lunch and break – socially distancing.

Breaktimes will be staggered (including lunch), so that all children are not moving around the school at the same time.

Cold lunch options only to be available to book as per usual procedure. FSM vouchers to be provided to any FSM children who do not return to school.

		<p>Each Year 1 & Year 6 child will bring their own wipeable plastic pencil case that will stay in school on their allocated table. Children's belongings will be kept on the back of each child's chair/under their table. One exercise book will be used for all work. Children in class R will have their own box/tray of resources provided. The tables will be distanced as far apart as possible – this will not be 2m in any classroom. Any PE will be undertaken in school uniform/own clothes and trainers – children will not change for PE. Children to adhere to the 2 metre rule where possible by being adult-led.</p>
<p>Parent travel, arrival and access to school</p>	<p>Minimise contact and mixing.</p> <p>Ensure parents and carers are aware of recommendations on transport to and from school, which means reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times</p>	<p>There will be a staggered start and finish times and will adhere to social distancing.</p> <p>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 or in a pram /buggy.</p> <p>All parents to be asked to walk to school where possible</p> <p>Parents to be asked not to park by the school if they do have to drive.</p> <p>Must arrive in their time slot as they cannot stand together to wait</p> <p>Children to be released immediately to avoid parents congregating</p> <p>No access to school buildings for parents unless there is a critical emergency with their child. They must phone the school to make to make an inquiry.</p> <p>If there needs to be exchange of items, parent to place it on the floor and step away. Staff to wash hands after picking up items.</p> <p>Signage will be in place to guide parents</p>
<p>Personal protective equipment (PPE)</p>	<p>Gloves to be worn when handling pupils' books. Regular hand washing to be undertaken at every available moment, with the use of anti-bac wipes and spray.</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 if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>We will encourage children to wear school uniform but this will be flexible. Each member of staff and pupil will wear newly cleaned clothes each day.</p> <p>Staff will adhere to the Government PPE recommendations. The school will immediately isolate the pupil in a ventilated room and telephone parent to collect their child. Parents will be asked to collect their child immediately and get their child tested. To access testing, parents will be able to use the 111 online coronavirus service. The pupil in question should not return until they obtain a negative test result. If any of the test results are positive, then the school will close and advice from the DFE will be sought and followed. We will report cases as per guidance.</p>

<p>Shielded and clinically vulnerable children and young people</p>	<p>Children classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children may fall into this category, and parents should follow medical advice if their child is in this category.</p>	<p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not attend school. Children who have been classed as clinically vulnerable will be able to attend school if they have written medical advice saying it is safe for them to do so and if the school is able to implement the necessary safety measures required.</p>
<p>Shielded and clinically vulnerable adults</p>	<p>Clinically extremely vulnerable individuals are advised not to work outside the home. Clinically vulnerable individuals who are at higher risk of severe illness should work from home where possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</p>	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will not return to work. Staff who have been classed as clinically vulnerable will be able to attend school if they have written medical advice saying it is safe for them to do so and if the school is able to implement the necessary safety measures required.</p>
<p>Living with a shielded or clinically vulnerable person</p>	<p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>	<p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance they will not be able to attend school. They will be supported to learn or work at home.</p>

<p>Classrooms / class sizes & teacher allocation</p>	<p>We know that, unlike older children and adults, it will be very difficult to ensure early years and primary age children to remain 2 metres apart from each other and staff. Schools should therefore ensure:</p> <p>Regular cleaning of settings Pupils avoid contact with anyone with symptoms Pupils and staff frequently wash hands and follow good respiratory hygiene practices Pupils and staff minimise contact and mixing</p> <p>Children, young people and staff where possible, only mix in a small, consistent class and that small class stays away from other people and classes. Classes will only be taught by one teacher/s and one teaching assistant, when available.</p>	<p>We will aim for pupils to avoid contact with anyone with symptoms through immediate isolating as previously stated.</p> <p>We will follow good hand-washing and hygiene practises by washing hands at each transition to a different environment.</p> <p>Minimal contact will be achieved through ensuring all groups 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 a small, consistent group at all times each day and that different groups are not mixed during the day, or on subsequent days. This will be thought of as a 'family group'. This means the teachers can touch children's books providing both wash their hands before next transition.</p> <p>Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>The same teacher (s) and other staff are assigned to each group and as far as possible, these stay the same during the day and on subsequent days.</p> <p>Class sizes will be no more than 15 including the childcare provision for key worker and vulnerable children.</p> <p>After school clubs and peripatetic teachers or coaches will not be available to prevent cross-contamination.</p> <p>Children will be seated as far away from their peers as possible – this will not be 2m in any classroom. They will be sat at the same desk each day if they attend on consecutive days. Children will exercise 2 metres away from their peers. 2 metre markings will be set around areas of the school to assist with this. EYFS will have tables or a carpet space and a timetable that allows learning through play in sub groups. There will be handwashing and cleaning of resources at each transition.</p> <p>Minimise the number of resources in order to make sure they can be wiped clean all resources that are not easily washable or wipeable will be removed.</p> <p>An outdoor area will be allocated to each group for play and this will be kept consistent.</p> <p>Toilets will be allocated to each group. Staggered toilet breaks (where possible) – these will be regularly cleaned throughout the day i.e. taps, doors and surfaces. Toilets will be cleaned twice per day.</p> <p>Based on staffing availability each class will open for 4 days per week with staggered start and finish times. Staff will use the 5th day for their PPE time and to plan home learning, contact vulnerable children and respond to online work submitted by home learners.</p>
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Shared areas of the school	Pupils and staff minimise contact and mixing	<p>Staff must ensure social distancing between each other at all times Within groups, try to stay away from co-workers unless there is an emergency involving a child</p> <ul style="list-style-type: none"> Staff room: <ul style="list-style-type: none"> May be used for food and drink preparation Limit numbers to a maximum of 5 in staffroom ensuring that staff remain at a safe 2m distance from each other. Food and drink may be consumed in the classroom in which you work, outside or in the designated area within the hall spaced appropriately around tables You should clean surfaces and equipment before and after use with products provided The photocopier may be used, but please use gloves provided and dispose safely immediately after use. <p>You may visit areas where resources are kept, but for the minimum amount of time and wear gloves You must not enter any of the offices, and ensure that you only interact from 2 metres away where possible. Wherever possible, contact with the office and SLT must be by walkie talkie system If you require resources of any sort from the offices, use the walkie talkie and ask for what you need. The resources will be placed upon the table for collection</p> <p>The main school corridor is out of bounds to all children except for 2 purposes: accessing emergency first aid support; an emergency where the health and safety of a child or adult is in imminent danger – entry to classroom (if not through fire exit) and to use the toilets.</p>
Classroom routines	Effective protection and infection control	<p>No book bags/rucksacks will be allowed and no items except a pencil case, lunch boxes, water bottle and lunchtime drink may be brought to school. Y6 and Y1 to bring in pencil cases if possible on day 1 and kept in school. There will be a small number of stationery packs available if required.</p> <p>Year 6 will be allocated one library book which they will keep on their desk until it is finished. There will be no issuing of reading or library books during this time to take home.</p> <p>Year 1 will be allocated a selection of reading books to keep on their desk. These will be swapped weekly.</p> <p>Lunch boxes and water bottles to be stored by child's allotted table space</p> <p>Water taps will not be used for refilling so parents must ensure they send enough water in and a drink for lunchtime. Parents will be instructed to send water and must be reminded to do so if they fail to send in a water bottle.</p> <p>Parents to send in a small pack of tissues if possible – to be kept on child's desk.</p> <p>Children will be told to move all objects on to floor whenever they leave tables so that tables can be regularly cleaned</p>

<p>Implementing protective measures – Planning & Organising</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Parents cannot gather at entrance gates or doors, or enter the site. Where possible, all spaces should be well ventilated using natural ventilation (opening windows). Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to aid ventilation Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between classes of children using it.</p>	<p>Headteacher and the H&S Governor will undertake a Health and Safety audit of the school before the 1st June, and carry out any necessary actions needed.</p> <p>A full deep clean of school will be carried out prior to 1st June opening.</p> <p>Unnecessary items, furniture, soft furnishings and soft toys or toys with small parts and anything else that would be difficult to clean will be removed if possible.</p> <p>Parents will have clear guidance as to the dropping off and collection protocol and they will adhere to the measures set out in this.</p> <p>Doors and windows will remain open where safe to do so (bearing in mind fire safety and safeguarding) to lessen the need to touch them and to aid ventilation.</p> <p>Small outdoor PE equipment will not be used. EYFS climbing frame, tyres and adventure playground will not be used. Bikes/scooters and other shared resources will be cleaned in EYFS after each session.</p> <p>We will limit the external visitors to the school during school hours.</p> <p>Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).</p>
<p>Attendance Reporting</p>	<p>Prepare to resume taking the attendance register and continue completing the daily data returns using the DfE portal</p> <p>Write to parents of vulnerable children to encourage attendance at school</p> <p>Encourage parents and carers of eligible year groups, to bring in their children</p>	<p>Letters to be sent to parent/carer of all eligible children.</p> <p>Communication strategy set up to regularly communicate to all parent/carers choosing not to send their children to school.</p>

External support for SEND and behaviour	<p>For pupils with education health and care (EHC) plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form from the start of June.</p>	<p>SENDCO to check with local authorities or other providers of such support services to ascertain whether or when such services will be available.</p> <p>We will work with the local authority and parents, and confirm what special provision can reasonably be provided.</p> <p>Staff made aware that there may be additional pupils, including those with SEND, who display symptoms of stress or anxiety and additional support may be needed for them. The school Inclusion Manager will check with local authorities on their capacity to support with this.</p>
Changes to routines for staff and pupils	<p>Update behaviour policy to reflect the new rules and routines, and communicate these changes to staff, pupils and parents</p>	<p>Communicate new rules and routines to parents and pupils by:</p> <ul style="list-style-type: none"> • Additional home/school agreement • proactively teaching new rules to staff, pupils and parents • regularly and rigorously reinforcing behaviour throughout every day • consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards • Displaying posters previously mentioned, which are suitable for reception, years 1 and 6.
Managing pupil and staff wellbeing and mental health	<p>The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:</p> <ul style="list-style-type: none"> • individual children who have found the long period at home hard to manage • those who have developed anxieties related to the virus • those about whom there are safeguarding concerns • those who may make safeguarding disclosures once they are back in schools 	<p>We will follow our normal school procedures which are well established.</p> <p>Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</p> <p>All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.</p> <p>Staff will provide:</p> <ul style="list-style-type: none"> • opportunities for children to talk about their experiences of the past few weeks • opportunities for one-to-one conversations with trusted adults where this may be supportive • some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe • pastoral activity, such as positive opportunities to renew and develop friendships and peer groups • other enriching developmental activities • Referrals if required <p>Staff will strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.</p>

<p>Remote education during wider opening</p>	<p>To ensure all children are educated</p>	<p>More staff will now be required for face-to-face teaching at school. This means that it may be more difficult to maintain the same level of home learning for pupils in the year groups who are not eligible to attend, or for those pupils in year groups who are eligible to attend but who themselves cannot or do not. Time will be provided for teachers to prepare work and communicate with parents and respond to home learning sent to school.</p> <p>We will continue to provide home learning for year groups for whom we are not open.</p> <p>For pupils who have been invited into school but cannot or choose not to return to school we will provide the following:</p> <p>Reading: Reading Eggs/Reading Express</p> <p>Writing: Night ZooKeeper</p> <p>Maths: Sum Dog</p> <p>A project to complete based on the class topic.</p> <p>We will also direct parents to the initial resources provided by the government</p> <p>Parents to be informed of reduced home learning provision for class R, 1 & 6.</p>
<p>If someone becomes unwell with symptoms of coronavirus</p>	<p><i>If anyone becomes unwell with a new, continuous cough, loss of taste/smell or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u>.</i></p>	<p>Staff – go straight home</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room 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>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone.</p> <p>Testing is available for anyone over age 5 and <i>anyone involved in education, childcare or social work. They should not return to the setting until a negative test has been gained or following 14 days isolation.</i></p>