

Risk Assessment for Full School Reopening September 2020 - Educational settings				
Completed by: Lorraine Tomlinson		Date created: 20/07/2020 Date Last updated: 18/08/2020		
Next Review Date: 7 th September 2020				
Applicable to: Pupils Parents/carers Visitors Staff		<p>On the 2nd July the Government announced that their plan that all pupils, in all year groups, would return to school full-time from the beginning of the Autumn term. For Marshland Primary Academy this will be Wednesday 2nd September 2020.</p> <p>This risk assessment is based on the subsequent Government guidance that was published to support schools to reopen: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Links to other relevant information can be found at the end of this risk assessment</p>		
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	All stakeholder groups	High	<u>Hygiene</u> <u>Education</u> <ul style="list-style-type: none"> Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the Academy website, encouraging parents to support the education of the children at home Posters to be displayed throughout school to support the education of children, staff and visitors. 	Medium

			<p><u>Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Apply catch it, bin it, kill it for coughs and colds. https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be • Classroom windows and internal door will be kept open to aid ventilation. <p><u>Handwashing and Hand Sanitising</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Increased availability of hand washing and sanitising facilities throughout school • All adults and children will sanitise their hands on <u>entry</u> and exit of the building. Hand sanitiser will be available at all entry and exit points. Alternatively, in the event that hand sanitiser is not available, water and soap must be used. • All adults and children to wash hands frequently throughout the day. • Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) after AM playtime (3) before lunch time (4) after lunch time (5) end of the day. Hand sanitiser and soap will be provided by school. Children will not bring their own. • Adults should plan their own times to wash hands. If in class, this should be carried out at the same time as the children, modelling good hand washing technique. • Staff to reinforce good hygiene with the children through lessons and information to parents. <p><u>Other</u></p> <ul style="list-style-type: none"> • The normal dress code for staff will be applied but staff are encouraged to change clothing their clothes daily where possible. • Children will wear normal school uniform. Parents are encouraged to wash this regularly. 	
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			<p><u>Cleaning</u></p> <p><u>General Cleaning services</u></p> <ul style="list-style-type: none"> • Increased general cleaning services throughout the week through Metro Clean and school staff – new guidance given to cleaners and staff • Some areas in school may occasionally be ‘closed’ and not in use– signage will indicate this when necessary. • If ‘closed’ rooms have to be used they must be left tidy and clean by the school staff so that thorough cleaning by metro clean is not required. If staff find that a ‘closed’ room needs further cleaning they should inform the school office, who will in turn inform Metro clean staff. • The clear desk policy at the end of the day will be strictly adhered to, to enable Metro clean staff to thoroughly clean surfaces at the end of the day. • It may be deemed necessary to wipe tables in the middle of the day – this should be carried out by the staff using the cleaning packs provided in each classroom. • Doors and windows will be propped open where possible for ventilation and so that door handles do not need to be used (risk assessment to be completed) • Bins will have lids in order to contain used tissues etc <p><u>Cleaning Services (Metro Clean)</u></p> <ul style="list-style-type: none"> • All rooms will be ‘deep cleaned’ again during the Summer break. • Metro clean will be given guidance as to which areas are priority to be cleaned thoroughly every day <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> • Staff working in bubbles will clean frequently used resources throughout the day when necessary • Each bubble will have access to its own cleaning resources, which will be stored safely in a locked cupboard. Only adults will access and use them. 	
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			<ul style="list-style-type: none"> • School staff will focus on cleaning in their 'bubble' areas. • Resources will not be shared between bubbles unless they have been thoroughly cleaned or/and left for 72 hours between use. • Each bubble is responsible for cleaning its own resources at the end of the day • A COVID cleaning 'grab pack' will be available for any non-classroom areas. This will be easily accessible so that areas can be cleaned easily if needed (after illness of child/adult with COVID symptoms). This will be stored in the First Aid Room. • Additional cleaning resources will be available. Staff to request these through the school office. • All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. <p><u>School Organisation</u></p> <p><u>Bubbles</u></p> <p>To limit the spread of infection, the following 'bubbles' will be in place at times:</p> <ul style="list-style-type: none"> • EYFS Bubble – FS1 and FS2 • KS1 Bubble – Y1 and Y2 • Year 3 Bubble – Y3 • Year 4 and 5 bubble – Y4 and Y5 • Year 6 bubble – Y6 <p>Due to factors such as breakfast club, it will be necessary to join some bubbles. Although 2 or more classes form a breakfast club bubble, classes will be kept separate as much as possible to reduce further the number of children mixing.</p> <p>During Breakfast Club:</p> <ul style="list-style-type: none"> • EYFS Bubble – FS1 and FS2 – Staff in charge - DN • KS1 Bubble – Y1 and Y2 – Staff in charge - KD • KS2 Bubble - Y3/Y4/Y5 and Y6 – these children will be kept on a year group table as far as possible – Staff in charge - CC <p><u>Bubble staffing</u></p> <p>EYFS Bubble:</p>	
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			<ul style="list-style-type: none"> • Rising 3s - GA • FS1 SA and DN • FS2 SR and KS <p>KS1 Bubble:</p> <ul style="list-style-type: none"> • Y1 MN, NJ and CF • Y2 NA <p>Y3 Bubble:</p> <ul style="list-style-type: none"> • Y3 GH, PG and KS <p>Y4 and 5 Bubble:</p> <ul style="list-style-type: none"> • Y4 and Y5 – CS, SB, SL, GH and CP/CL <p>Y6 Bubble:</p> <ul style="list-style-type: none"> • Y6 – SB, CP/CL <p>Some staff (LB, CP/CL and PG) will work between bubbles due to their role. Safety measures will be applied to reduce the spread of infection.</p> <p><u>The Curriculum</u></p> <ul style="list-style-type: none"> • All parts of the curriculum will be provided. The quality of the curriculum will remain of the highest of standard. • Children will be taught in their classroom, apart from PE and ICT • PE will take place outside as much as possible. Children in Y5 and Y6 will attend school in their PE kit on their PE day and remain in their kit for the day, as the school changing rooms are not in use. We ask parents to apply the normal school PE uniform as much as possible, however encourage children to wear jogging bottoms and jumpers for cold weather. • Music will take place outdoors where possible. 	
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			<ul style="list-style-type: none"> • Singing will only take place in class bubbles with all children facing forward, with 2m distance and the teacher 2m away from all children. It will take place outside or in the hall. • Earrings and any other jewellery must be removed at home before attending school on PE day. • In the event of poor weather conditions, the school hall will be used for PE • PE equipment will be cleaned regularly or left for 72 hours to reduce the risk of any transmission • Equipment – teachers will need to plan ahead for the use of equipment to ensure that they will be able to use if when needed i.e. instruments, Ipads, PE equipment • A 'recovery curriculum' will form part of the normal curriculum. Details of the recovery curriculum can be found here: https://marshlandprimaryacademy.org.uk • Some parts of the normal class timetables will not be taught at this time – for instance MFL. During these slots the recovery curriculum will be taught • We will not form large gatherings of children and adults and therefore assemblies will be held remotely, and children will remain in their classroom. <p><u>Rooms</u></p> <ul style="list-style-type: none"> • Classes will remain in their own classroom the majority of teaching, apart from PE, music and computing. • Bubbles will remain in their allocated areas • Computing will take place in the computer suite. The computer suite will be wiped down thoroughly after use (by a member of support staff) and/or at the end of each day (Metro Clean) • PE will take place outside unless poor weather prevents this. In such situations the hall will be used. • Children will eat their lunch in their own classroom <p><u>Resources and classroom setup</u></p>	
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			<ul style="list-style-type: none"> • All necessary equipment and resources for the school to provide a broad and balanced curriculum will be returned to classrooms or accessible centrally. • Any unnecessary items will be removed from classrooms and stored in cupboards • A large amount of resources were removed from classrooms during the summer term to enable deep cleaning and reduce the amount of items that could be touched by different children. Because the prevalence of Coronavirus has now decreased, and to enable school to provide a broad and balanced curriculum, resources can now be returned to classrooms. However, we will limit the resources being returned to 'essential items' only. • Soft furnishings are not to be returned to the classroom at present. • Children will be provided with their own individual age-appropriate resources, where possible. The school will provide individual: exercise books pens/pencils/rulers Such items will remain on the child's own individual desk or in their tray. • Children's desks will be positioned to enable children to sit side by side and facing forward wherever possible • Normal classroom set up will apply in EYFS • Staff will use their own resources where possible and not share with other adults – ie ipads, pens • Support staff will 'clean down' touched surfaces and equipment when deemed necessary. • If resources need to be shared between bubbles. Resources should be cleaned and/or left for 72 hours before being used. A post it note will be placed on the equipment to ensure it is not used by other bubbles. <p><u>Uniform</u></p> <ul style="list-style-type: none"> • Staff and children will follow the school dress code/uniform policy and are encouraged to wash this daily 	
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			<ul style="list-style-type: none"> On PE day the children will wear their PE kit to school and remain in it for the day (see information above regarding PE uniform expectations) Children should only bring essential items to school which include: coat Book bag containing reading book / homework book etc Lunch box/bag (if bring a packed lunch) And a named water bottle Items will remain in their cloakroom/classroom and the pupils will be supervised when hanging up their coats and bags to minimise contact between pupils <p><u>Lunch time arrangements</u></p> <ul style="list-style-type: none"> Children will remain in their class/bubble to eat their lunch Children can either bring a packed lunch or order a hot/cold grab bag from Dolce using the normal ordering system. Once the children have eaten their lunch, they will be able escorted to the playground by the DRA belonging to their bubble To accommodate children on the playground lunch times will need staggered Please see the separate lunchtime arrangements document <p><u>Playground allocations</u></p> <p>The following areas will be allocated to each bubble (see diagram at the end of the risk assessment)</p> <ul style="list-style-type: none"> FS1 – FS1 outside area FS2 – FS2 outside area Y1 - KS1 Playground 10:30 – 10:45 am Y2 – KS1 playground 10:15 – 10:30 am Y3 – KS2 playground 10:15 – 10:30 am Y4 and Y5 – KS2 Playground 10:30 – 10:45 am Y6 – KS2 Playground 10:45 – 11:00 am 	
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			<p>•</p> <p><u>Use of toilets</u></p> <p>FS1 – FS1 toilets</p> <p>FS2 – FS2 toilets</p> <p>Year 1 and Year 2 – Y1 and Y2 toilets with the First aid toilet as an extra emergency toilet</p> <p>Year 3 and Year 4 – KS2 corridor toilets</p> <p>Year 5 and Year 6 - KS2 cloakroom toilets</p> <p>Staff must only send one child at a time to the toilet unless they will be supervised by a member of staff.</p> <p>Staff must remind children when using the toilet to use good hygiene and wash their hands for at least 20 seconds</p> <p><u>Start and end of the school day</u></p> <ul style="list-style-type: none"> • School staff will be available to direct parents at the start of the school day and will be available to supervise children at the end of the day. • Only 1 adult per family will be allowed on to the school site. • Parents will be encouraged to wear a mask when on the school premises • Routes around the school will be clearly marked with signs and painted lines • All parents will be provided with a map showing the entrance and exits for all year groups <p>In order to stagger the number of children and adults coming on to the school grounds at one time we ask that the following is applied:</p> <p>Please see a separate document with all the start and end times and entrances to be used by each class.</p> <p><u>Accessing the main school reception</u></p> <ul style="list-style-type: none"> • We ask that parents avoid coming to the school reception unless absolutely necessary. • Parents will be encouraged to contact the school via phone or email where possible • Queries will be dealt with by phone or email at ml-admin@vennacademy.org 	
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			<ul style="list-style-type: none"> In the school office only one family/visitor should be present in the reception area at any one time. <p><u>Attendance</u></p> <p>All children are expected to attend school in September.</p> <p>Children and adults should not attend the school setting if they:</p> <ul style="list-style-type: none"> have coronavirus symptoms – they should follow this guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Have tested positive in the last 7 days Been in contact (within the last 48 hours) with someone who has been confirmed positive as having coronavirus (Test and Trace should inform the adult of this). Live with someone who is displaying Coronavirus symptoms and is waiting for their test result. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection All children and adults displaying coronavirus symptoms should be tested immediately https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. The school should be informed of the results of the test as soon as the results are available. If a child/adult remains at home for one of the above reasons, normal absence protocol should be followed and the school should be contacted immediately. Children and adults in the 'bubble' do not need to isolate initially. However, if the test result comes back as positive the 'bubble' will be informed and will then be required to isolate. If a child or adult subsequently develops symptoms, he/she will then isolate according to government guidance. 	
			<u>Limiting interactions between adults/children</u>	Medium

			<p><u>Social Distancing - general</u></p> <ul style="list-style-type: none"> • Social distancing in a school setting is difficult, however when possible it will be applied. • Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children • Visitors will be kept to a minimum • Virtual methods will be used to communicate with parents, staff and governors where possible. (see virtual communication technologies below) • Staff in school will adhere to social distancing, where possible. • School staff and children will <u>not</u> wear face coverings in the school building. Visitors may wear them if they wish but may be asked to remove them briefly to confirm identity. • Visitors will sign in and out of the building, leaving contact details with the office so that contact can be made if required. <p><u>Organisation of staff</u></p> <ul style="list-style-type: none"> • Staff will work in bubbles as much as possible. This is more difficult for some staff who, due to their role, need to work between bubbles. • Where possible, only staff in a bubble will cover within their bubble. • A record of deployment is kept by the school (AHT) on the 'cover document'. This will enable to leadership team to be aware of staff who may have had contact with a case of coronavirus in school if one is suspected/confirmed. • Staff will NOT congregate on corridors and shared spaces and will follow the social distance guidelines • All staff will be encouraged to stay 2m apart whilst having their lunch. The library or Venn room is available as an alternative location to eat their lunch. Rooms will be well ventilated where possible. • All staff will remind each other of the social distancing procedures – everybody together. 	
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PRIMARY ACADEMY		<ul style="list-style-type: none"> Staff are encouraged to speak out if they feel that another member of staff is not following the guidance – directly to the member of staff or to SLT. <p><u>Other</u></p> <ul style="list-style-type: none"> Flow control will be applied to ensure no overcrowding in circulation spaces The school will apply the following guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings The outside of the school will be marked clearly to display social distancing measures. Leaders will be visible at the start and end of the day to support parents to ensure their child is dropped off / collected safely and to follow the routines arranged. <p><u>Breakfast club</u></p> <ul style="list-style-type: none"> The dining room will be divided into ‘areas’. Each area and a member of staff will be allocated to a bubble 3 areas will be needed in total to accommodate each bubble Children will collect their breakfast and then go directly to their allocated area. Children will be supported to apply social distancing whilst collecting their breakfast Each child will keep their belongings with them in their allocated area Resources/equipment will be made available in area. This will be rotated between bubbles on a weekly basis. The children should remain in their area and not go into any other area. 	
		<p><u>Staff medical assessment</u></p> <p>Risk assessments, where necessary, are in place for adults who have been identified as being vulnerable</p>	Medium
		<p><u>Personal Protective Equipment (PPE)</u></p>	Medium

			<p><u>Intimate care</u></p> <ul style="list-style-type: none"> • 'routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron) <p><u>PPE - Face coverings</u></p> <ul style="list-style-type: none"> • Face coverings will not be worn inside the school building by school staff or children • Face shields will be available to those staff members supporting younger children with dressing and undressing – for those staff who request them • Visitors may wear a face covering if they wish. • Children and staff who choose to wear a face covering when coming to school must remove it before entering the school building and wash their hands once this is done. • School staff will advise children on how to remove the covering correctly, however parents should also educate their child on how to do this. https://youtu.be/6PXq43OJROw • https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Disposable face covering will be placed directly into a lidded bin • Re-useable face masks should be placed by the owner immediately into their own plastic bag and placed in their bag or tray. The plastic bag should be labelled by parents prior to attending school. <p><u>Other</u></p> <p>A face covering, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> • Child/adult displaying symptoms of coronavirus. The member of staff supporting the child should wear PPE • Perspex screen has been placed in the reception area • Gloves and aprons will be available to any member of staff when carrying out cleaning 	
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			<p><u>Virtual communication technologies</u></p> <ul style="list-style-type: none"> • MS Teams to be used for meetings, where possible • If a child is unable to attend school due to coronavirus related issues, we will send work home to the child either through virtual means or printed copies. 	Medium
			<p><u>COVID-19 symptom identification and reporting</u></p> <p><u>Development of Coronavirus symptoms during the school day:</u></p> <p><u>Child</u></p> <p>If child present in the school setting develops coronavirus symptoms coronavirus (COVID-19) symptoms, during the school day, the following procedure will be followed:</p> <ul style="list-style-type: none"> • Removal of the child to the 'First Aid Room' • PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing and is unable to maintain a 2m distance • The child's parents/carers will be contacted to collect the child immediately • The child will remain in the room (if possible) until parents/carers arrive. • If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so using the toilet in the First Aid room. • Window and door in the First Aid room should be opened • The room will be cleaned down thoroughly by the member of staff once the child has left. • The child's belongings will be brought to them in the First Aid room. The child will only leave the First Aid room once ready to leave the school building. • Once the child's parents/carer arrive he/she will be supported/guided to the front office and taken home immediately by the parent/carer. 	Medium

			<ul style="list-style-type: none"> The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) and may go home to shower and change their clothes if they request to do so If the child tests positive for coronavirus, other children and staff in the child's allocated 'bubble' will be informed but the child's name will not be mentioned. Parents are expected to organise a test for their child, however there will be a small number of testing kits available from school in the event that a test cannot be organised. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p><u>Adult</u></p> <ul style="list-style-type: none"> As above. A discussion will be held with the adult to ascertain whether school should contact a family member/friend to collect. <p><u>Other</u></p> <ul style="list-style-type: none"> The First Aid room will be cleaned according to this guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings In the event of a positive case of Coronavirus this will be reported to the South Yorkshire Health Protection Team (HPT) https://www.gov.uk/guidance/contacts-phe-health-protection-teams 	
			<p><u>Education of adults and children</u></p> <p>Develop understanding of the following aspects through teaching, reminders, communication</p> <ul style="list-style-type: none"> handwashing practices catch it, bin it, kill it Coronavirus Reasons for social distancing 	

			<ul style="list-style-type: none"> Routines for hygiene in school – regular handwashing times, ‘red’ zones, not sharing resources and why. <p>All of the above will be done with care and kindness</p>	
Negative effects on Mental Health and Wellbeing		High	<p>Staff</p> <ul style="list-style-type: none"> Share the VENN Wellbeing policy and refer staff to the support section Regular health and wellbeing checks on staff by line manager Health and wellbeing check for all staff as part of appraisals Wellbeing board in the staff room Weekly agenda item on staff briefing and staff meeting regarding wellbeing Weekly meetings for leaders with H&W of staff an agenda item Support from VENN HR partner, Lynsey Cook <p>Children</p> <ul style="list-style-type: none"> PSHE, Health and wellbeing resources to be shared with children through the academy website The curriculum for all children will be supported by SEMH activities The school will use the wellbeing resources produced by Mentally Healthy Schools 	Medium
Communication issues whilst bubbles in place		Medium	<p>Staff</p> <ul style="list-style-type: none"> Weekly Monday briefing through MS teams, agenda and minutes available to all staff in office 365. Weekly/fortnightly leadership meetings, led by team leader, minutes available in office 365 Continued drive towards a reduction in emails. Where possible information to be shared through Monday briefing in the hall. <p>Parents</p> <ul style="list-style-type: none"> ML-admin@vennacademy.org email address and the number academy telephone number to be used by parents to communicate with teachers and school leaders Twitter, academy website, text, email and telephone calls will be used by staff to communicate with parents 	Low

			<ul style="list-style-type: none"> Any parental concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. Staff email addresses <u>will not</u> be communicated to parents Regular updates to parents through the school website 	
Decline in educational standards for children unable to attend the school setting		High	<p><u>Educational provision for children NOT able to attend school</u></p> <ul style="list-style-type: none"> Learning will be sent home whilst the child is unable to attend the school setting either on paper or through virtual forums 	Medium
Safeguarding			<ul style="list-style-type: none"> A weekly welfare call will be made to all children who are unable to attend the school setting Home visits to be made for children who cannot be contacted 	
<p>Information</p> <p>COVID-19 staff reminder guide</p> <p>COVID-19 STAFF SAFETY REMINDER GUIDE</p>				
Head of School	Name	Signature		Date
Executive Head	Name	Signature		Date

Parent/carer entry and exit to site



		Consequence What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend: Low Medium High