|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment for Full School Reopening September 2020** - Educational settings | | | | |
| **Completed by:** Lorraine Tomlinson | | | **Date created: 20/07/2020 Date Last updated: 03.01.2021** | |
| **Next Review Date: 12th February 2020** | | |  | |
| **Applicable to:**  Pupils  Parents/carers  Visitors  Staff | | | 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. The Thorne area has now been put into a Tier 3 category and as such it is expected that all children will return on Tuesday 5th January.  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>  Updater 30 December 2020  Links to other relevant information can be found at the end of this risk assessment | |
| Hazard / Risk (without controls) | **Who is at Risk?** | **Risk**  **Low – Medium – High**  *see risk matrix table* | **Control Measures** | **Residual Risk score**  **Low – Medium - High** |
| Spread of infection | All stakeholder groups | High | **Hygiene**  Education   * Regularly communicate good hygiene practices to parents through a variety of media including Twitter, newsletters, letters, emails and the Academy website, encouraging parents to support the education of handwashing with their children at home * Posters to be displayed throughout school to support the education of children, staff and visitors. * Regular assemblies to children to promote handwashing and good hygiene using NHS guidance videos   Respiratory Hygiene   * 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 doors will be kept open to aid ventilation and when rooms are empty windows may be opened further and doors to corridors will be left open for better air flow. * A separate bin is provided in every work place for used tissues and these are sanitised daily. * Staff are encouraged to wear a face visor when working with pupils at a distance less than 2m * Staff and visitors are expected to wear a face visor and or face mask when moving around the school building * Staff are expected to sanitise their visor regularly and these will be replaced regularly by the school   Handwashing and Hand Sanitising  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   * Increased availability of hand washing and sanitising facilities throughout school * All adults and children will sanitise their hands on entry 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 or use hand sanitiser frequently throughout the day. * Hand sanitisers will be refilled every day and these may be sent to the office to be refilled during the day. * Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2)before and 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 be regularly sent out to parents.   Other   * The normal dress code for staff will be applied but staff are encouraged to change their clothes daily where possible. * Children will wear normal school uniform. Parents are encouraged to wash this regularly. * Children will be encouraged to wear extra layers in the winter due to windows being open around the school.   **Cleaning**  General Cleaning services   * 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, this will 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. * If cleaning packs in rooms are running low, it is expected that staff ask for replacements in good time * Doors and windows will be propped open where possible for ventilation and so that door handles do not need to be used * Bins will have lids in order to contain used tissues etc * All computers in the ICT suite or Ipads should be cleaned with a wipe before a child uses the equipment   Cleaning Services (Metro Clean)   * All rooms will be ‘deep cleaned’ again during the half term and end of term holidays and maybe carried out at other times of the school year if deemed necessary . * Metro clean will be given guidance as to which areas are priority to be cleaned thoroughly every day   Cleaning (school staff)   * Staff working in bubbles will clean 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. * 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.   **School Organisation**  Bubbles  To limit the spread of infection, the following ‘bubbles’ will be in place at times:   * EYFS Bubble – FS1 and FS2 * KS1 Bubble – Y1 and Y2 * Year 3 and 4 Bubble – Y3 and Y4 * Year 5 and 6 bubble – Y5 and Y6   Due to activities 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. Resources will not be shared by different bubbles unless they have been thoroughly cleaned or quarantined for 72 hours.  During Breakfast Club:   * EYFS Bubble and KS1 bubble – FS1, FS2, Y1 and Y2 – Staff in charge - DN * KS2 Bubble - Y3/Y4/Y5 and Y6 – these children will be kept on a year group table as far as possible – Staff in charge – KC * Staff in breakfast club will wear visors at all times.   Bubble staffing  EYFS Bubble:   * Rising 3s - GA * FS1 NJ and DN * FS2 SA and KS   KS1 Bubble:   * Y1 MN, SR and CF * Y2 NA and GH   Y3 and Y4 Bubble:   * Y3 GH, PG and KS * Y4 MC and SL   Y5 and Y6 Bubble:   * Y5 – CS, PG, CL and GH * Y6 – AD, CP and CL   Some staff (LB, CP/CL and GH) will need to work between bubbles due to their role. Safety measures will be applied to reduce the spread of infection.  The Curriculum   * At the current time a reduced curriculum will be provided to enable staff to plan extra ‘catch-up sessions’ in English and maths. 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 follow the normal school PE uniform guidance as much as possible, however, the school allows children to wear jogging bottoms and jumpers for cold weather. * 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 * Some PE lessons and music lessons will be taught by outside providers. These visitors will be expected to follow the risk assessment, good hygiene rules and to wear a visor at all times. * Equipment – teachers will need to plan ahead for the use of equipment to ensure the equipment will be available 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 instead assemblies will be held either on power point to be delivered in the pupils’ classroom or in two class/year groups in the hall.   Rooms   * 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 before use (by a member of support staff or by the children) 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 the dining room or in the classroom (FS1)   Resources and classroom setup   * 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.   Uniform   * Staff and children will follow the school dress code/uniform policy and are encouraged to wash this daily * On their PE day the children from Year 5 and 6 will wear their PE kit to school and remain in it for the day (see information above regarding PE uniform expectations) * In years 1 – 4 children are provided with their own PE kit which they will change into in their classroom and will be stored on their peg in the cloak room. * In FS2 children will remain in their school uniform for their PE lesson. * 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  Lunch time arrangements   * Children will remain in their bubble to eat their lunch either in the dining room or in their classroom * 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 escorted to the playground by the DRA belonging to their bubble * To accommodate children on the playground lunch times will need to be staggered   FS1 eat in their classroom 11:30 – 12:00 then play in the FS1 playground until 12.45pm  FS2 eat in the dining room 11:45 – 12:15 (hexagonal tables) and then play in the FS1 playground until 12:45pm  Yr1 and Yr 2 eat in the dining room (long tables) 12:00 - 12:20pm and then play in the KS1 playground 12:20 -12:45 pm  Yr 3 and Y4 Play in KS1 playground 12:00 – 12: 25 and have lunch 12:25 -12:45 in the dining room (hexagonal tables)  Year 5 have lunch in their classroom 12:00 – 12:20pm and then play in KS2 playground 12:20 – 12:45pm  Year 6 have lunch in the dining hall 12:15 pm (long tables) and then in the playground 12:40 – 1:00pm  Playground allocations  The following areas will be allocated to each bubble (see diagram at the end of the risk assessment)   * FS1 – FS1 outside area * FS2 – FS2 outside area * Y1 - KS1 Playground 10:30 – 10:45 am * Y2 – KS1 playground 10:30 – 10:45 am * Y3 – KS2 playground 10:30 – 10:45 am * Y4 - KS2 playground 10.30 – 10.45 am * Y5 - KS2 Playground 10:45 – 11.00 am * Y6 – KS2 Playground 10:45 – 11:00 am   Use of toilets  FS1 – FS1 toilets  FS2 – FS2 toilets  Year 1 and Year 2 – Y1 and Y2 toilets with the First aid toilet as an extra emergency toilet  Year 3 and Year 4 – KS2 corridor toilets  Year 5 and Year 6 - KS2 cloakroom toilets  Staff must only send one child at a time to the toilet If sent in larger groups they will need to be supervised by a member of staff.  Staff **must** remind children when using the toilet to use good hygiene and wash their hands for at least 20 seconds  Start and end of the school day   * 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. * It is encouraged that only 1 adult per family should come 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   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:  Please see a separate document with all the start and end times and entrances to be used by each class.  Accessing the main school reception   * We ask that parents avoid coming to the school reception/office 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](mailto:ml-admin@vennacademy.org) * In the school office only one family/visitor should be present in the reception area at any one time.   **Attendance**  Children and adults **should not** attend the school setting if they:   * 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. | Medium |
| **Limiting interactions between adults/children**  **Social Distancing - general**   * Social distancing in a school setting is difficult, however where 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 * Digital/phone methods will be used to communicate with parents, staff and governors where possible. (see virtual communication technologies below) * Children will not wear face coverings in the school building. Staff and visitors may wear them if they wish but visitorsmay be asked to remove them briefly to confirm identity. * All visitors to the school will be provided with a visor to be worn at all times whilst inside the building * All Venn trust employees (not working in Marshland) will be expected to wear a face mask * Visitors will sign in and out of the building, leaving contact details with the office so that contact can be made if required.   **Organisation of staff**   * 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 ICT suite/Pupil kitchen is provided as an alternative location to eat their lunch. **Only 5 staff members should be in a staffroom at any one time.** Rooms must be well ventilated where possible. * FS and KS1 staff will be asked to eat in the ICT/pupil kitchen area and KS2/office staff to eat their lunch in the staff room * All staff will remind each other of the social distancing procedures – everybody together. * 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.   Other   * 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.   Breakfast club   * 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 place their belongings in the cloakroom in the dining room * Resources/equipment will be made available for children to access in their bubble. This will be rotated between bubbles on a weekly basis. * The children should remain in their area and not go into any other area. | Medium |
| **Staff medical assessment**  Risk assessments, where necessary, are in place for adults who have been identified as being vulnerable | Medium |
| **Personal Protective Equipment (PPE)**  Intimate care   * ‘routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron)   PPE - Face coverings   * Face masks may be worn when moving around the school building by school staff * Children will not be expected to wear any face coverings * Face shields will be available to all staff and this may be worn at anytime when a member of staff is working with a pupil/s at a distance less than 2m * Visitors must wear a visor when in the buildings. * 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 coverings 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.   Other  A face covering, disposable gloves and apron are available for the following situations   * Child/adult displaying symptoms of coronavirus. The member of staff supporting the child should wear PPE * A perspex screen has been placed in the reception area * Gloves and aprons will be available to any member of staff when carrying out cleaning * PPE is provided when a member of staff is administering first aid | Medium |
|  |
| **Virtual communication technologies**   * MS Teams/Zoom to be used for meetings and training 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. This will be provided within 24 hours of a parent reporting that their child is self-isolating | Medium |
| **COVID-19 symptom identification and reporting**  Development of Coronavirus symptoms during the school day:  Child  If child present in the school setting develops coronavirus symptoms [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), during the school day, the following procedure will be followed:   * 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. * 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>   Adult   * As above. * A discussion will be held with the adult to ascertain whether school should contact a family member/friend to collect.   Other   * The First Aid room will be cleaned according the 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> | Medium |
|  |  |  | **Education of adults and children**    Develop understanding of the following aspects through teaching, reminders, communication   * handwashing practices * Hands, face, space * catch it, bin it, kill it * Coronavirus * Reasons for social distancing * Routines for hygiene in school – regular handwashing times, ‘red’ zones, not sharing resources and why.   All of the above will be done with care and kindness |  |
| Negative effects on Mental Health and Wellbeing |  | High | **Staff**   * 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   **Children**   * 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 * There will be a weekly PSHE lesson in every classroom | Medium |
| Communication issues whilst bubbles in place |  | Medium | **Staff**   * Weekly Monday briefing through FED briefing and morning minutes to be delivered either through teams or in the hall * Continued drive towards a reduction in emails. Where possible information to be shared through Monday briefing in the hall.   **Parents**   * [ML-admin@vennacademy.org](mailto:ML-admin@vennacademy.org) email address and the academy telephone number to be used by parents to communicate with teachers and school leaders * Twitter, academy website, text, newsletters, email and telephone calls will be used by staff to communicate with parents * Any parental concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult. * Staff email addresses will not be communicated to parents * Regular updates to parents through the school website | Low |
| Decline in educational standards for children unable to attend the school setting |  | High | **Educational provision for children NOT able to attend school when a school bubble is closed**   * Learning will be sent home whilst the child is unable to attend the school setting either on paper or through virtual forums * Teachers will plan activities using the CGP books sent home with the child. * Stationery will be provided for all children to enable them to complete lessons appropriately. * Activities may be planned using websites such as Purple Mash, TT rockstars, Espresso, phonics play, National academy * Children’s passwprds will be sent home to parents * 3 hours on-line support/lessons will be given to parents/pupils each day | Medium |
| Safeguarding |  |  | * 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 |  |
| Information  COVID-19 staff reminder guide  [COVID-19 STAFF SAFETY REMINDER GUIDE](https://vennacademyhull-my.sharepoint.com/:w:/g/personal/emma_levers_vennacademy_org/EYtkCGEtQ3BFthNdEBhVErcBe1HwZDU54tAjPEsGjsYkig) | | | |  |
| Head of School Name Signature Date  Executive Head Name Signature Date | | | | |

