Graveney Primary School - Full re-opening risk assessment – March 2021

The document measures our risks and is based on current government guidance (as at 2nd March 2021):

The school has reviewed this (based on the risk assessments competed for the full opening in September 2020 and the partial opening in January 2021). Provision in school will all pupils to return to school on Monday 8th March 2021. The following have been considered as part of this review.

• The number of staff and pupils you expect to have in

• Any <u>risk assessments for individual staff</u> that you do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)

• Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)

- The size and layout of our school premises
- The resources you have in stock or can order easily (e.g. PPE, soap, cleaning products)

Make sure you consult the right people

We have followed the consultations with:

- Independent legal experts
- Insurance providers

• Staff, including any union representatives – all staff have received training they need on how to implement the measures you're taking (e.g. changes to behaviour rules, how to dispose of PPE)

RAG rate for control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place with resources/changes to provision.
- No Highlighting: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	 Staff Pupils Contractors Visitors 	Everyone will be asked not to come into school if they need to self- isolate under <u>current guidance</u> . Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. We have a dedicated room which is the Library. Parents can collect from the gates in the playground and do not need to come into the Reception area. 999 will be called if they are seriously ill or injured or their life is at risk. In the case of a symptomatic pupil who needs to be supervised before being picked up: If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. Parents will be asked to get their child tested and a home testing kits available in school, will be given to parents/carers (if required) when collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.	HT and SLT		Any waste disposal should be double bagged and put in a secure place for 72 hours (locked in the old boiler room).

ן ד נ נ נ	A deep clean will take place in the areas that the symptomatic berson has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u> . If we become aware that a pupil or a staff member has tested positive for coronavirus, the HT will contact the <u>local health</u> <u>protection team</u> . The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.	SBM / Caretaker	Local Health Team 0344 255 3861 Option 1-4 depending on area then Option 1
S	Set up spreadsheet to keep records:		
	To help with this, records will be kept of:		
	 The pupils and staff in each group 	SD to maintain register	
	• Any close contact that takes place between children and staff in different groups		
	Close contact means:		
	 Direct close contact – face-to-face contact with an infected berson for any length of time, within 1 metre, including: 		
C	Being coughed on,		
C	A face-to-face conversation, or		
C	 Unprotected physical contact (skin-to-skin) 		
r	• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person		
•	 Travelling in a small car with an infected person 		
r s	f there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.		
	All staff to complete a LFT (Lateral Flow Test) twice a week at nome, the results of this must be reported to both the Headteacher and also the www.gov.uk/report-COVID19-result	HT	Ensure that the supply of LFT's is maintained in school.

Contact with coronavirus when getting to	asked to avoid taking public transport during peak times if possible.	HT	SLT member to greet pupils on arrival to school. Staff to be available to
and from school	Children can use the bike racks as usual. There will be staggered start and end times for all pupils		support pupils as required. Staff to send their children
	Anyone who needs to take public transport will be referred to government guidance.	HT	safely to their parents/carers at the end of the day. Year 5 & 6
	Parents/carers who need to drop off and pick up pupils will be told through messages and signage: The protocols for minimising adult to adult contact		children can walk to the carpark by themselves (with parental permission)
	That only one parent/carer should attend		
	 Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment 		
	Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.		
	Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.		
	Pupils will be made aware that they mustn't touch the front of the covering during use or removal.		
Spreading infection due to touch, sneezes and coughs	Handwashing facilities will be provided as children enter their classrooms, they will be asked to wash their hands. All classes will be provided with hand sanitisers, tissues and lidded bins for the disposal of.	Caretaker	
	 Everyone in school will: Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <u>NHS guidelines</u>, or use alcohol-based hand sanitiser to cover all parts of their hands 	ALL STAFF	

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	• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
	Be encouraged not to touch their mouth, eyes and nose
	 Use a tissue or elbow to cough or sneeze, and use bins for tissue waste
	Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.
	Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.
	Specific SEND children who won't be able to maintain good hygiene to be supported with visuals, social stories, modelling of routines and verbal reminders/prompts.
	Individual children who have specific needs e.g. biting, to be supported by individual risk assessments.
	SEND children who need specific to support their learning or sensory needs e.g. playdoh, to have their own personal resources in their learning pack.
	Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.
	Lidded bins for tissues, preferably operated by a foot pedal, will be emptied regularly.
Spreading infection through contact with coronavirus on	Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: Banisters
surfaces	 Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles

•	Furniture		
•	Light switches		
•	Reception desks		
Teac	hing staff will wipe down after use and at the end of the day:		
•	Teaching and learning aids		
•	Books and games and other classroom-based resources	All staff and	
•	Computer equipment (including keyboards and mouse)	sports coach	
•	Sports equipment		
•	Hard toys		
•	Telephones		
Care	taker will spray:		
•	Outdoor play equipment		
wash instru	s that need laundering (e.g. towels, flannels, bedding) will be ed regularly in accordance with the manufacturer's actions, on the warmest water setting. These items will not be ed between children between washes.		Spray used will disinfect and will last up to 8 hours
equip	s and parents/carers will be asked to limit the amount of oment they bring into school each day to essentials e.g. lunch s, hats and coats.		EYFS to rotate toys and resources used over a 48/72 hour period
	s of the school that are used by pupils will be cleaned ughly at the end of the day.		
	esources shared between groups, such as sports, art and ce equipment, will be either:		
● group	Cleaned frequently and meticulously, and always between os using them; or		
• hours	Rotated so they can be unused and out of reach for 48 s (72 hours for plastics) between use by different groups		
	same rules will be followed for books and other shared urces that pupils or staff take home. However, unnecessary		Any resources shared the class who uses should

	sharing will be avoided, especially where it doesn't contribute to	Teaching staff	clean before returning by
	pupil education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared.		wiping down with anti bac
	Shared rooms, such as halls and learning zone, will be cleaned between different groups using them.		
	If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.		Red Bubble signs to be used to identify cleaning areas needing a deep
	Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.		clean.
	Teachers will wash their hands and surfaces before and after handling pupils' books.	Caretaker	
Spreading	Pupils will be kept to their class groups.	Teaching Staff	KS2 children must be taught about social distancing and not touching staff or peers.
nfection due to xcessive ontact and	Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.		
nixing between pupils and staff n lessons	Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.		
	Pupils will be seated facing forwards at desks, and unnecessary furniture can be moved out of classrooms to allow for this.		Book corners should be limited access in classes Books to be returned and
	Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be		then quarantined for at least 72 hours before returning them to the shelves.
	shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.		Carpet areas may be use in KS1 classrooms-
	For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. Distance between pupils will be maximised as much as possible.		children to be spread out and facing the same direction (spots for places would be a good idea)

	Staff can work across different groups to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.	If singing, please stick to the guidelines of no more than 15 in a group at a time Guitar lessons can take
	Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.	place in the Hall
	Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.	
	Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.	
Spreading infection due to excessive contact and mixing between pupils and staff	Pupils will be kept in the same groups at all times each day, and be kept separate from other groups where possible. Interventions will be delivered mainly by the teaching staff of that bubble. Where staff teach across bubbles, this will be minimised and staff encouraged to keep their distance if working closely to pupils i.e. speech and reading support.	Teaching staff to encourage pupils to use the toilet just before thei break to avoid congestic around this area. All teaching staff to ensu
around and outside of the school	Bubbles will be extended to Key Stage groups (2 classes) for lunch time play. This will be only when children are able to be outside.	that they supervise their children when using the toilet facilities.
	Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, to avoid too many pupils being in one place at the same time. For playtimes and lunchtimes, children will be split up into key stage groups. In the event of wet weather, children will go to their own classes and will not mix.	Lunchtime games - avoi team games and promo individual play.
	Movement around the school site will be kept to a minimum. If staff are unable to maintain social distance they should wear a mask when moving about the school.	Each bubble will be provided with their own games equipment to use

	Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.		during breaks and lunch times
	Rooms will be accessed directly from outside where possible.		
	At lunch time, children will eat their packed lunches in their classroom.		Lunch time arrangements
	Toilet use will be managed to avoid crowding. Key stage 2 will use the toilets in the corridors, whilst Key Stage 1 will use the toilets in the Ladybirds class. No more than one child will be allowed to the toilet at any time. Staff to check numbers in the toilets before sending children particularly just before break and lunchtime.	SBM	
	There will be separate staff rooms for staff to use KS2 bubbles will use the Learning Zone and KS1 and office will use the main staff room. Entry to the offices will be staggered to limit occupancy. A maximum of 3 adults in the staffrooms at any one time.		
	Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.	SBM	No visits out until restrictions have ended
	Educational visits will not take place until the restrictions have been removed nationally	SBM	
	Breakfast club and Activity club will be available for all pupils. Pupils will remain in their bubbles, they will not be allowed to mix, weather permitting pupils may use the outside areas provided they are not mixing groups.		
Spreading infection due to	<u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before re-opening in March.	SBM	
the school environment	Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.		

	Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. Outdoor space will be used for exercise and breaks, and for education where possible.
Spreading infection due to excessive contact and mixing in meetings	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.HT / SLTWhere this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. PPE will be provided.HT / SLT
Individuals vulnerable to serious infection coming into school	The school will continue to follow any shielding guidance in place to decide who should come into school.HTIf the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).HTStaff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.HT

Reviewed 11th January 2021 to ensure that the latest guidelines are being met.