

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 completed 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 [risk assessments for individual staff](#) 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	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>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.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • 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 <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>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.</p>	HT and SLT	2 nd March 2021	Any waste disposal should be double bagged and put in a secure place for 72 hours (locked in the old boiler room).

<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Children can use the bike racks as usual.</p> <p>There will be staggered start and end times for all pupils..</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>The protocols for minimising adult to adult contact</p> <ul style="list-style-type: none"> ● 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 <p>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.</p> <p>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.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>HT</p> <p>HT</p>		<p>SLT member to greet pupils on arrival to school. Staff to be available to support pupils as required. Staff to send their children safely to their parents/carers at the end of the day. Year 5 & 6 children can walk to the carpark by themselves (with parental permission)</p>
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>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.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> ● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	<p>Caretaker</p> <p>ALL STAFF</p>		

		<ul style="list-style-type: none"> ● Furniture ● Light switches ● Reception desks <p>Teaching staff will wipe down after use and at the end of the day:</p> <ul style="list-style-type: none"> ● Teaching and learning aids ● Books and games and other classroom-based resources ● Computer equipment (including keyboards and mouse) ● Sports equipment ● Hard toys ● Telephones <p>Caretaker will spray:</p> <ul style="list-style-type: none"> ● Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials e.g. lunch boxes, hats and coats.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> ● Cleaned frequently and meticulously, and always between groups using them; or ● Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary</p>	<p>All staff and sports coach</p>		<p>Spray used will disinfect and will last up to 8 hours</p> <p>EYFS to rotate toys and resources used over a 48/72 hour period</p> <p>Any resources shared the class who uses should</p>
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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>SLT</p>		<p>Teaching staff to encourage pupils to use the toilet just before their break to avoid congestion around this area.</p> <p>All teaching staff to ensure that they supervise their children when using the toilet facilities.</p> <p>Lunchtime games - avoid team games and promote individual play.</p> <p>Each bubble will be provided with their own games equipment to use</p>

		<p>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.</p> <p>Rooms will be accessed directly from outside where possible.</p> <p>At lunch time, children will eat their packed lunches in their classroom.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Educational visits will not take place until the restrictions have been removed nationally</p> <p>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.</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p>		<p>during breaks and lunch times</p> <p>Lunch time arrangements</p> <p>No visits out until restrictions have ended</p>
<p>Spreading infection due to the school environment</p>		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before re-opening in March.</p> <p>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.</p>	<p>SBM</p>		

		<p>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.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where 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.</p>	HT / SLT		
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If 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).</p> <p>Staff 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.</p>	HT		

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