

COVID19: Full Opening Risk Assessment

Redwell Primary School

Head Teacher - Anne Ansell

Chair of Governors – Trevor Kendrick

Date: September 2020 – Reviewed 9th October 2020 – Reviewed 17th December 2020

Reviewed 4th January 2021 Reviewed 25th January 2021 To be reviewed continuously following government changes to advice

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the Opening of the school and ensure the school continues to operate in a safe way.

Staff and visitors to site have a legal obligation to follow the guidance set out in this risk assessment.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy and COVID-19 supporting annex
- Behaviour policy and COVID-19 supporting appendix
- Teaching & learning policy and COVID-19 supporting appendix
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of opening Preparation:



Theme	Control Measures & Considerations	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Test and Trace for Primary Staff	<p>All guidance provided by DfE to be shared with staff including;</p> <ul style="list-style-type: none"> • How to Guide • FAQ's • NHS Test and Trace Letter for staff • NHS Step by step guide for C-19 self-testing • How to do a rapid C-19 self-test (pictures) • T&C's for C-19 testing (primary schools) • Video tutorial 	L	<p>Share information with all staff through recorded staff training session, this was emailed to all staff to view with all attachments provided. Staff provided with links for reporting to school and Test and Trace. Covid co-ordinator assigned as SG, with JT supporting for distribution of staff tests and collection of data. Staff directed to test on Monday & Thursday to help SLT to maintain safe staffing levels in school. Reminders set on staff calendar for test days. Staff opting out to inform AA or CH.</p>	21.01.21	L
Closure of bubbles	<p>If a teacher decides not to attend work due to safety concerns, consideration will be given;</p>	H	<ul style="list-style-type: none"> • To close the bubble so the teacher can work from home delivering the contingency plan. • To use Support staff to cover key worker / vulnerable children so they can attend school. • To close more than one bubble to enable teachers to cover key worker / vulnerable children in school. • To rota staff so that key worker / vulnerable children are able to attend school every day. • Due to the high numbers of critical worker requests we have, from Monday 11th January 2021 we have to split the year group bubbles into 2 groups, group A & B. • Where practically possible we have kept children in the same bubble for all days they are in school, however, children will now be in groups of 10 supervised by one adult, during the day, any time inside will be kept in these groups. • At break time, outside lunchtime and when doing the Redwell Mile, the children will come together to 	<p>04.01.21</p> <p>05.01.21</p>	L

			<p>form a year group bubble of 20 children. Currently timings remain the same.</p> <ul style="list-style-type: none"> Entrance and exit will be at classroom doors, with the exception of the Year 1 group B who will be in Ashton class and enter by the front 5 Wells entrance. 		
Staff who are Clinically Extremely Vulnerable	<p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</p>	H	<p><u>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</u></p> <p><u>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</u></p>	04.01.21	L
Physical activity in schools	<p>Schools in tier 4 <u>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</u></p>	M	<p><u>Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.</u></p> <p><u>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.</u></p> <p><u>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing</u></p>	04.01.21	L

			<u>between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.</u>		
Clean hands thoroughly, more often than usual.	<p>Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly.</p> <p>Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p>	H	<p>Staff must ensure that pupils clean their hands regularly, including;</p> <ul style="list-style-type: none"> • when they arrive at school – anti bac at the door on entry to the classroom • when they return from breaks • when they change rooms • before and after eating • Regular and thorough hand cleaning is going to be needed for the foreseeable future. 	01.06.20	L
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>The 'catch it, bin it, kill it' approach continues to be very important, ensure we have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Staff must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p>	H	<p>COVID19 information posters are in place. Regular reminders/ awareness for children. Posters will be displayed for:</p> <ul style="list-style-type: none"> • Hand washing • Catch it, kill it, bin it • Social distancing <p>Misuse of face coverings may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education and masks will not be required to be worn in class.</p> <p>Clear plastic face shields are available for working 1:1 with a child or should a member of staff wish to wear PPE whilst in school. It has been confirmed that plastic face shields do not provide the same level of protection as a face mask.</p>	01.06.20	L

Enhanced cleaning	<p>Continue cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning schedules not being adhered to increases risk of infection.</p>	H	<p>Continue the cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>Hand towels and hand wash are to be checked daily and replaced as needed by site team and cleaning staff</p> <p>Hand sanitiser available in each space for use on entering and leaving the space</p> <p>Cleaning schedule to be completed daily across the school as per the checklist</p>	<p>01.06.20</p> <p>ALL STAFF</p> <p>Dec 20</p>	L
Minimise contact between individuals and maintain social distancing wherever possible	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).</p> <p>The ability to social distance will vary depending on age and understanding of child.</p> <p>Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p>	H	<p>For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Class bubbles will be established, extending numbers from the wider opening model.</p> <p>Distancing markers are present where required.</p> <p>All pupils/parents entrance and exit to site clearly communicated and signposted.</p> <p>Lettings for school club providers agreed with risk assessment in place.</p> <p>No external lettings for groups beyond the school.</p>	<p>01.06.20</p> <p>ALL STAFF</p>	L

	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.		Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.		
Measures within the classroom	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children or children with complex needs.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Small adaptations made to the classroom to support distancing where possible.</p>	H	<p>Everyone should avoid close face to face contact and minimise time spent (not more than 15 minutes) within 1 metre of anyone.</p> <p>Staff will model distancing to children, remind them often and reinforce the expectation of social distancing.</p> <p>This will include;</p> <ul style="list-style-type: none"> • Seating pupils side by side Y2-6 • Seating pupil side by side where possible EYFS - Y1 • Pupils facing forwards, rather than face to face or side on • Might include moving unnecessary furniture out of classrooms to make more space • Classes will form their own bubble • Children will not cross bubbles during the school day <p>Children within bubbles can move around the room as directed by the teacher, e.g. to move to the carpet or shared area space for input when using fluid groupings.</p> <p>Adults can move between bubbles, maintaining social distancing and hygiene regulations.</p> <p>Rooms are to be ventilated by opening windows slightly to allow air flow whilst the room is occupied. If the temperature is too low and not conducive for learning with windows open, the door to the classroom must be left open</p>	01.06.20 ALL STAFF	L
				Dec 20	

			<p>for increased air flow and windows left open during break times.</p> <p>The uniform policy has been relaxed to allow for additional layering of clothing for warmth and increased heating bought in if necessary.</p> <p>For the January national lockdown, pupils in school do not need to wear uniform and staff can wear casual clothes, this will help with ability to clean / change clothes regularly.</p>	Jan 21	
Measures elsewhere	<p>Groups should be kept apart, we will avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Face masks are to be worn by all staff when outside of bubbles.</p> <p>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p> <p>Use of staff rooms should be minimised.</p>	H	<p>Movement around the school site will be kept to a minimum.</p> <p>There will be timetabled staggered break times and lunch times.</p> <p>Face masks will be worn by all staff outside of bubbles, including at drop off and pick up times when parents are on site.</p> <p>Staff will socially distance in shared spaces, use of staff room will be minimised.</p> <p>Staggered timetable for breaks and toilet breaks. TA's to monitor toilet visits in addition to this.</p>	01.06.20 ALL STAFF	L
Measures for arriving at and leaving school	<p>Travel to school patterns differ, parents / pupils walk, and drive.</p> <p>We will have staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. These will not reduce the amount of overall teaching time.</p> <p>Parents and visitors are to wear face masks when on site.</p> <p>There will be a process for removing face coverings when pupils and staff who use them, arrive at school.</p>	H	<p>Clear communication of the timetable to parents about the process that has been agreed for drop off and collection and for the need to wear a face mask while on the school site.</p> <p>No gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all</p>	01.06.20 ALL STAFF	L

			pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.		
Other considerations	<p>Equipment and resources are integral to education in schools.</p> <p>During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day.</p>	H	<p>For individual and very frequently used equipment, staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, can be used and shared within the bubble; due to regular hand washing/sanitising resources within the bubble can be shared. However, resources such as pens and pencils should be cleaned more regularly.</p> <p>Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Pupils and staff can bring essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.</p>	01.06.20	L
Where necessary, wear appropriate PPE	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <p>Face masks are to be worn outside of bubbles.</p>	H	<p>PPE is only needed in classrooms in a very small number of cases, including;</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 	01.06.20	L

			<ul style="list-style-type: none"> where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 		
Engage with the NHS Test and Trace process	<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Leaders should understand how the app relates to their setting's process for managing a positive case and/or an outbreak and ensure staff are aware of the process Leaders and staff should download the Track and Trace App if able to and familiarise themselves with the features of the app 	H	<p>Parents and staff should inform school immediately of the results of a test;</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. if someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days. Stay at home - If you had a test because you had symptoms, you and anyone you live with must stay at home (<u>self-isolate</u>) until you get your result. Anyone in your personal support bubble must also self-isolate until you get your result. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/ If you receive a text from track and trace telling you to isolate you must inform SLT immediately so arrangements can be made for you to leave work. 	01.06.20 ALL STAFF	L

Physical activity in schools	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>It is particularly important in a sports setting to maintain social distancing because of the way in which people breathe during exercise.</p>	M	<p>Pupils should be kept in class bubbles, sports equipment thoroughly cleaned between each use by different bubbles, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>Activities such as the Redwell mile, break times and active lessons help enable pupils to be physically active while encouraging physical distancing.</p>	01.06.20 ALL STAFF	L
Wellbeing	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p> <p>Pastoral team have bereavement support in place and have already been making regular contact with vulnerable pupils and families</p> <p>Families have been encouraged to share with us if their child is anxious or in need of support</p> <p>A wellbeing blog has been established so that all parents / pupils can access support if they need to</p> <p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM (Free School Meals) eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	M	<p>All staff know how to signpost for support to the pastoral team (FH in the first instance).</p> <p>1 TA from each year group has completed bereavement training to support children in their year group team</p> <p>On return to school, staff will support pupils with anxieties and the pastoral team will be available for additional support</p>	01.06.20 ALL STAFF	L
		M	<p>Office team will signpost parents for FSM</p> <p>Pastoral team have a wide range of support services available to share with parents / staff.</p> <p>Information regarding FSM was sent out to all parents for information.</p>	01.09.20 ALL STAFF	L