

## COVID19: Full Opening Risk Assessment

Redwell Primary School

Head Teacher - Anne Ansell

Chair of Governors – Trevor Kendrick

Date: September 2020 – Reviewed 9<sup>th</sup> October 2020 – Reviewed 17<sup>th</sup> December 2020

Reviewed 4<sup>th</sup> January 2021 Reviewed 25<sup>th</sup> January 2021 Reviewed 27<sup>th</sup> April 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"> <li>• How to Guide</li> <li>• FAQs</li> <li>• NHS Test and Trace Letter for staff</li> <li>• NHS Step by step guide for C-19 self-testing</li> <li>• How to do a rapid C-19 self-test (pictures)</li> <li>• T&amp;Cs for C-19 testing (primary schools)</li> <li>• Video tutorial</li> </ul>	L	<p>Share information with all staff through recorded staff training session, this was emailed to all staff to view with all attachments provided.</p> <p>Staff provided with links for reporting to school and Test and Trace.</p> <p>Covid co-ordinator assigned as SG, with JT supporting for distribution of staff tests and collection of data.</p> <p>Staff directed to test on Monday &amp; Thursday to help SLT to maintain safe staffing levels in school.</p> <p>Reminders set on staff calendar for test days.</p> <p>Staff opting out to inform AA or CH.</p>	21.01.21	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> <p>From 29 March, outdoor competition between different schools can take place.</p> <p>From 12 April, indoor competition between different schools can take place.</p>	M	<p>Pupils should be kept in class bubbles, sports equipment thoroughly cleaned between each use by different bubbles, and <b>contact sports avoided</b>.</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> <p>Pacesetters to provide updated risk assessments.</p>	01.06.20  ALL STAFF	L

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"> <li>when they arrive at school – anti bac at the door on entry to the classroom</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul>	01.06.20  ALL STAFF	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"> <li>Hand washing</li> <li>Catch It, Kill It, Bin It</li> <li>Social distancing</li> </ul> <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  ALL STAFF	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"> <li>more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> </ul>	01.06.20  ALL STAFF	L

			<ul style="list-style-type: none"> <li>toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul> <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>	Dec 20	
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> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</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.</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>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.</p>	01.06.20  ALL STAFF	L
Close Contacts	A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their		Staff should maintain social distancing where possible. A contact can be:		

	<p>symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> <li>anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>been within one metre for one minute or longer without face-to-face contact</li> <li>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>been within one metre for one minute or longer without face-to-face contact</li> <li>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul>		
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"> <li>Seating pupils side by side where possible</li> <li>Pupils facing forwards, rather than face to face or side where possible</li> <li>Might include moving unnecessary furniture out of classrooms to make more space</li> <li>Classes will form their own bubble</li> <li>Children will not cross bubbles during the school day</li> </ul>	01.06.20  ALL STAFF	L

			<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 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>	Dec 20	
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>	01.06.20  ALL STAFF	L

			<p>Staff will socially distance in shared spaces, use of staff room will be minimised.</p> <p>Staggered timetable for breaks and toilet breaks. TAs to monitor toilet visits in addition to this.</p>		
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 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.</p>	01.06.20  ALL STAFF	L
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 <b>changed for the autumn term</b>, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.</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 <b>48 hours (72 hours for plastics)</b> between use by different bubbles.</p>	01.06.20  ALL STAFF	L

	It is still recommended that pupils limit the amount of equipment they bring into school each day.		Outdoor playground equipment should be more frequently cleaned. Pupils and staff can bring essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.		
Where necessary, wear appropriate PPE	The majority of staff in education settings will not require PPE beyond what they would normally need for their work.  Face masks are to be worn outside of bubbles.	H	PPE is only needed <b>in classrooms</b> in a very small number of cases, including; <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with Coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>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</li> </ul>	01.06.20  ALL STAFF	L
Engage with the NHS Test and Trace process	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to; <ul style="list-style-type: none"> <li><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</li> <li>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</li> <li><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)</li> </ul>	H	Parents and staff should inform school immediately of the results of a test; <ul style="list-style-type: none"> <li>if someone tests <b>negative</b>, 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.</li> <li>if someone tests <b>positive</b>, 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 <b>10 days</b>.</li> </ul>	01.06.20  ALL STAFF	L

	<ul style="list-style-type: none"> <li>• 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</li> <li>• Leaders and staff should download the Track and Trace App if able to and familiarise themselves with the features of the app</li> </ul>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Anyone in your personal support bubble must also self-isolate until you get your result. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</a></li> <li>• 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.</li> </ul>		
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Wellbeing	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. 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>	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
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM (<b>Free School Meals</b>) eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	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

Educational day visits	<p>In line with the roadmap, schools can resume educational day visits from 12 April.</p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p>	M	<p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>	27.04.21  EVC / Year group leads	L
After school clubs	<p>In line with the government <a href="#">roadmap</a>, from 12th April all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p>	M	<p>Brownies and other external clubs can now begin accessing the school for after school activities. A separate risk assessment will be provided by any club using the school facilities.</p>	27.04.21  SBM / SG	L

Primary School