

**Rounds Green Primary School
Covid- 19 School Re-opening
Risk Assessment
1st September 2020**



Risk	Control Measures	Rating after implementation of control measures	Who	Notes
Building ready for re-opening	<ul style="list-style-type: none"> - Deep clean of all areas of school - Carry out flushing of all taps in line with legionella guidance - All building checks to be carried out as per schedules including fire doors, extinguishers, emergency lighting etc. Checks to be recorded in premise log books. - Check stocks of cleaning materials and order if necessary July 2020 - Staff plan created and shared - Staff meeting held (13th July) so that staff can share ask questions/share concerns 	Low	Site team Site Manager	
Fire Evacuation	<ul style="list-style-type: none"> - Update Fire Evacuation procedures - Re-paint spaced lines for fire evacuation on playground - Children to practice lining up - Allocated spots for staff to ensure social distancing - PEEPs to be updated - Brief staff re: changes in terms of evacuation - Carry out fire drill first week back with children in school and regularly thereafter as numbers of children increase - Door wedges to be removed and classroom doors to be closed upon exiting room in event of fire alarm sounding 	Low	Site Manager Every class HT, DHT HT, DHT Site Manager/HTDHT	
Prevention (Contact with people who are unwell)	<ul style="list-style-type: none"> - No-one to come onto school site if they have coronavirus (COVID-19) or if they have tested positive in the last 7 days - Anyone who becomes unwell whilst in school are sent home. - Whilst waiting to be collected, child should wait in the intervention/resource room. The door should be closed and the window should be open. - A member of staff will wait with the child and will maintain a distance of at least 2M or if not possible (e.g. risk of splashing), then PPE must be worn - If symptoms consistent with Covid, parents advised that the child should self-isolate for at least 7 days and that a test should be arranged. - Other members of the household (including siblings) should self-isolate for 14 days - If, whilst waiting, the child needs the toilet, the toilet must be taken out of use and not used again until it has been disinfected. - The member of staff that has waited with the child should wash hands immediately after child has left and thoroughly for 20 seconds with soap and running water, or use hand sanitizer 	Medium	Parents All staff	

	<ul style="list-style-type: none"> - PPE (mask, apron and gloves) to be worn if a distance of 2m cannot be maintained. - Member of staff should leave as soon as they have symptoms. If not well enough to go home alone, the resource room should be used to wait in until they are collected. - 999 to be called if the child or adult is seriously ill. - Communication with parents that there is an expectation that children will be collected as soon as possible - All parents notified of the above procedures in advance of full opening and reminders sent throughout this period. 			
RESPONSE TO AN INFECTION	<ul style="list-style-type: none"> - Staff and families to inform school if they have suspected or confirmed case of Covid - Staff & families to be signposted to book a test using the online portal: https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name - Small stock of home testing kits to be kept in school. School able to distribute these ONLY if it is believed that the person needing the test cannot access the online booking portal or a test - Sandwell's Public Health to be informed of any positive cases - School to follow Public Health advice 	Low	All staff and families	
IN CASE OF LOCKDOWN	<ul style="list-style-type: none"> - School will revert to risk assessment relating to opening for keyworkers and vulnerable children - Staff rotas will revert to daily teams - Staff will work remotely as much as possible 			
PREVENTION Hygiene	<p>Handwashing</p> <ul style="list-style-type: none"> - Every class to be TAUGHT about importance of hand washing on first day back. This is to be re-visited regularly in class. This must be done for at least 20 seconds using running water and soap. - Hand washing to supervised by adults in school to ensure that this is done thoroughly. - Hand sanitizer to be placed in every classroom and this can be used as an alternative - Children to wash hands upon arrival at school, when they return from breaks, when they change rooms, before and after eating and after sneezing and/or coughing - Support for younger children to wash hands to be provided if necessary - Skin friendly wipes can be used as an alternative for children with complex needs - Visual reminders/signs to be placed in all toilets - Children to dry hands with hand driers - Children encouraged to not touch their mouth, eyes or nose <p>'Catch it, bin it, kill it'</p> <ul style="list-style-type: none"> - Children to be taught about this upon return to school. Revisit regularly in class. - Lidded bins available in all classes <p>Face coverings</p>	Low	Class Staff	<p>Use EBUG resources and teach younger children rhymes to sing whilst washing hands</p> <p>WHO and CDC (May 2020) updated guidance to deem hand driers now safe</p>

	<ul style="list-style-type: none"> - Public Health England do not currently recommend wearing face coverings in school - Children instructed to not touch the front of the face covering when wearing or removing. - Disposable face coverings to be disposed of in a lidded bin. Child to wash hands thoroughly after. - Re-usable face coverings to be placed in a plastic bag and taken home. Child to wash hands after removing. 			
<p>PREVENTION Minimising contact and maintaining social distancing where possible</p>	<ul style="list-style-type: none"> - All children will belong to one of 5 bubbles: <ol style="list-style-type: none"> 1. Nursery 2. Reception 3. Years 1&2 4. Years 3&4 5. Years 5&6 - See separate risk assessment for EYFS, including Year 1 for the autumn term - Children to be seated side by side and facing forwards from years 2-6 - 2M space at the front of the class for the teacher - Windows to be opened and classrooms to be well ventilated - Children to be encouraged to maintain social distancing wherever possible (lining up, moving through school) - Children (where old enough) discouraged from physical contact with adults and peers - Staff providing 1:1 support to our children with complex needs to be allocated to a bubble - Minimise the amount of time that is spent within 1m of anyone - Staff providing PPA cover and interventions across bubbles will reduce the risk by: <ul style="list-style-type: none"> Working 2M away wherever possible Avoiding working face to face (working alongside where possible) Regular handwashing Access to sanitizer in all classrooms PPE available for use RA for children with complex needs shared with all cover staff - Assemblies to take place virtually wherever possible and/or in bubbles only - No wrap around provision at this stage to ensure that bubbles remain separate and to ensure deep cleaning and the end of each day 	Low	SLT All class staff and lunch sups	
<p>PREVENTION Enhanced Cleaning</p>	<p>In addition to normal cleaning schedule at the end of the day....</p> <ul style="list-style-type: none"> - Cleaners on site for additional hours during the school day <p>Toilets</p> <ul style="list-style-type: none"> - Separate toilets for each of the 5 bubbles - Lunchtime staff to be aware that these same toilets must continue to be used during lunchtimes - Staff and disabled toilets part of increased cleaning schedule - Increased cleaning of toilets (schedule of cleaning on display outside) 	Low	Cleaning staff Site staff Class staff	

	<p>each toilet; adult and child toilets). Cleaning and site staff to record each time that they are cleaned and checked.</p> <p>Rooms and Shared areas</p> <ul style="list-style-type: none"> - Increased cleaning of rooms and shared areas; site staff to make use of staggered breaks and lunchtimes to enter classrooms to carry this out - Staff to ensure that rooms are free of clutter and as easy as possible to clean quickly and thoroughly - Shared rooms e.g. IT suite to be cleaned regularly throughout the day <p>Pushpoints</p> <ul style="list-style-type: none"> - Increased cleaning by Site and cleaning staff throughout the day - Cleaning as per document for cleaning of non-domestic health care settings 			
<p>Access to school site</p>	<ul style="list-style-type: none"> - Signage on all entry points to school reminding that no access by anyone displaying any symptoms of coronavirus - Parents to be informed that only one parent/carer can come to drop off/collect children - Make parents aware that they need to adhere to social distancing measures whilst on site - Window of dropping off/collecting between 8.40 and 8.55 and between 3.10 – 3.25pm to ensure staggered collections and reducing adults on site - Parents to be informed of drop off and pick up points for each year group: Nursery am – in nursery door, collected by Year 6 steps Nursery pm – in by Year 6 steps, collected by Nursery door Reception – In and out by Reception back door Years 1 –2 ; KS1 entrance Years 3 &4 by Year 3 and 4 toilets Year 5 by Year 5 toilets Year 6 by steps - Deliveries - At the point of ordering, firms notified that they must: <ol style="list-style-type: none"> 1. Park on car park by caretaker's house 2. Phone when they arrive 3. Goods to be placed in storage outside 4. Site Manager to agree process for checking with office staff 5. Goods then distributed/put away - Staff to wear gloves when handling deliveries - Visitors to Site - Parents informed that they can only see school staff by appointment only - Meeting room to be set up in the event of a face to face meeting with parents being necessary. - Supply staff/ peripatetic staff/SEND specialists to minimise contact with other staff - All visiting staff/contractors to sign in/out to ensure that a record of visitors is maintained 	<p>Low</p>	<p>Site Manager</p> <p>HT & DHT</p>	

<p>Mixing of children to prevent Spread of Covi-19 – Classroom</p>	<p>To promote social distancing:</p> <ul style="list-style-type: none"> - There will be 5 Bubbles in school as follows: Nursery Reception Key Stage 1 Years 3 & 4 Years 5 & 6 - Furniture that is not in use to be removed wherever necessary - Resources that aren't being used to be removed - Adults to be deployed to work within the bubbles where possible - Classroom doors to be wedged open (unless door is a fire door) to minimise use of door handles - Children to be allocated a table and chair and to use the same table and chair on any subsequent days that they attend - As many learning activities to be carried out, outside as possible, whilst maintaining social distancing from other "Bubble" groups. 	<p>Low</p>	<p>All staff</p> <p>Site Manager /Class teachers SLT</p> <p>Class teachers/Support Staff</p>	<p>Social stories and visual prompts to be used to support children with SEND where appropriate.</p>
<p>Use of Equipment and Resources</p>	<ul style="list-style-type: none"> - Children will be allocated their own frequently used items e.g. pencil, ruler, scissors - Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Class based resources such as books and games can be shared across a bubble but cleaned thoroughly and regularly. Child use anti bac sanitiser before and after use of any shared equipment - Frequently used resources such as practical maths equipment and class texts will be allocated to bubbles and this equipment must stay within the bubble - Whole school resources such as art equipment, science equipment must be cleaned meticulously before being put back - PE equipment should not be shared and should be thoroughly cleaned between use - PE lessons should not include any activities that involve the children touching or making contact with each other (Please also refer to PE specific risk assessment) - Resources brought into school by children must be limited to essentials; reading book, water bottles and packed lunch (where applicable) 	<p>Low</p>	<p>All Class teachers/Support Staff</p>	

<p>Mixing of children to prevent Spread of Covi-19 – Playground/lunchtimes</p>	<p>- Children stay in year group/phase bubbles and breaks staggered as follows: Morning Break Rec – 10am Years 1 & 2 – 10.15am Years 3 & 4 – 10.30am Years 5 & 6 – 10.45am - Children to be sent to play and collected from play promptly Lunchtimes Rec – 11.30 – 12.15 Years 1 & 2 – 11.50am – 12.35pm (stay in hall until 12.10pm) Years 3 & 4 – 12.15 – 1pm (stay in hall until 12.35pm) Years 5 & 6 – 12.45pm – 1.30pm (Stay in hall until 1pm) Afternoon break Rec- 1.45 – 2pm Years 1 & 2 – 2pm – 2.15pm - ‘Bubble’ groups not to mix. (Field to also be available as an additional space – weather dependent)</p>	<p>Low</p>	<p>SLT All class staff and lunch sups</p>	
<p>Lunchtimes</p>	<p>- See above for timings - Each Phase ‘bubble’ to be allocated Lunch Time Supervisor teams - Lunch time supervisors to be provided with written details of new organization at lunchtime - Dining tables to be placed as far apart as possible to accommodate a maximum of 120 children (no longer socially distanced) - Lunchtime Supervisors to ensure that tables are disinfected after use of each bubble group - Children to stay remain in designated area for eating for min 20 mins and move to play outside for 30 mins to avoid contact with another year group in a designated zone (see above)</p>	<p>Low</p>	<p>Lunchtime Supervisors Jo Winter</p>	
<p>Attendance Missing out on more classroom time and falling further behind</p>	<p>- School to communicate expectations that all children are required to be back in school in September - Communicate clearly how the initial days will look in school and that this will be a settling in time and therefore essential for pupils not to miss out on this - Provide transition material to alleviate concerns for pupils - Identify children who are anxious about returning and provide additional support where needed - Use Attendance Officer to conduct home visits with FSW where needed to talk to families and alleviate concerns - Provision of delivery of remote learning for those chn who are shielding/self-isolating</p>	<p>Medium</p>	<p>SLT and all class teachers</p>	
<p>Shielding Including pregnancy</p>	<p>- Current recommendations that staff in 3rd trimester to shield. - Any pregnant members of staff to have pregnancy risk assessment written and this is to be updated with specific medical advice pertaining</p>	<p>Low</p>	<p>Any pregnant members of staff</p>	

	to them		HT/DHT	
Behaviour and Children with additional needs	<ul style="list-style-type: none"> - Behaviour policy reviewed to include Covid-19 annex - Policy to be shared with staff - Risk assessments to be written for any child with SEMH needs who is deemed to be at higher risk of finding changes challenging - Staff to wear PPE where needing to provide close 1:1 support for a child - Focus on nurture, recovery curriculum, external agencies and outdoors to support transition back to school - To amend the school day provision of chn who will require a reduced timetable due to additional need - Use of 'Time out' area in classroom to be sanitized between use of different children 	Medium	J. Shuttleworth, K.Wood &SENCO	
Maintaining Clean environment	<ul style="list-style-type: none"> - ALL rooms to be well ventilated with windows open wherever possible - All classrooms to be provided with hand sanitizer - Disinfectant and cloths in each room for cleaning throughout the day - Tissues in each classroom - Tables and chair seats to be wiped down at the end of each lesson (minimum) or more frequently if needed - Toilets/sinks to be disinfected regularly throughout the day - Door handles/push bars/plates/light switches to be disinfected regularly throughout the day - Lidded bins provided in all classrooms and toilets. - Bins to be emptied more frequently throughout the day - Deep cleaning of all shared areas daily 	Low	Class staff Cleaning staff Provided by Site staff – used by all staff	
Maintaining clean environment – Early Years	<ul style="list-style-type: none"> - Children to be encouraged not to place items in their mouths - All non-plastic toys to be removed - All toys to be disinfected regularly - Deep cleaning of Reception between 'Bubble' groups coming into school - (See separate EYFS risk assessment) 	Medium	EYFS staff Cleaning and site staff	
PPE	<ul style="list-style-type: none"> - Cleaning staff to wear full PPE; gloves, masks and aprons. These are available in cleaning store cupboard. - PPE for intimate care (see below) is available in the disabled toilets. - PPE for first aid (see below) is available in the first aid room 	Low	All staff	
Use of Face Masks	<ul style="list-style-type: none"> - The use of face masks is not generally needed in primary schools - Face masks should NOT be used for PE or playtimes - Staff and children who were previously shielding may consider the use of face masks (see guidance from Sandwell attached) - If wearing face masks, staff and children must put them on and take them off correctly (see guidance from Sandwell attached) - Face mask advice may change if there are local area restrictions imposed 	Low	Staff and children	

First Aid Provision	<ul style="list-style-type: none"> - Check stocks of First Aid materials and order if necessary - Adults to wear PPE to administer First Aid if any bodily fluids are involved. This includes mask, disposable apron and gloves. - Goggles to be worn if there is a risk of splashing from bodily fluids. - Normal first aid procedures to be followed in terms of completion of first-aid slips, calling a parent if necessary. - If a child needs to wait to be collected by a parent, the child should be moved (if safe to do so), to the isolation room (Intervention room closest to Year 6 exit). 	Low	LSP All first aiders	
Intimate care of children- Covid	<ul style="list-style-type: none"> - All children to be encouraged to do as much as possible for themselves - PPE (including masks, disposable apron and gloves) to be worn to carry out intimate care for any children who need this - Staff to follow good hygiene practices before and after any intimate care has taken place 	Medium	All staff	
Well-Being of Children	<ul style="list-style-type: none"> - Time and care taken to explain changes to children upon arrival (making fun where possible) - Recovery curriculum to be implemented with emphasis on well-being - Initiate Well-Being Charter Mark - FSW to offer support to affected families and to signpost where appropriate - Staff to liaise with parents via phone/email to discuss concerns/worries - Staff to follow safeguarding policy - Staff to refer to FSW and/or DSL where there are concerns about a child's well-being 	Medium	All staff Year 6 staff Karen Wood (developing) – all staff to deliver FSW	
Well-Being of Staff	<ul style="list-style-type: none"> - Initiate Well-Being Charter Mark - Staff to communicate any concerns or worries to a member of SLT - Signposting of staff to organisations to provide support, including bereavement support - Teachers to be made aware of additional support for their mental health provided by the DfE. (https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers?utm_medium=email&utm_source=govdelivery) - Due regard placed on work/life balance for all staff and use of DfE workload reduction toolkit to keep workload under review - Staff grouped to enable regular well-being check-ins; use of well-being team 	Medium	J. Shuttleworth to lead Charter Mark All staff	
Safeguarding	<ul style="list-style-type: none"> - Update Safeguarding policy in line with new KCSIE 2020 - Ensure that all new staff are inducted - Level 1 safeguarding training update with all staff - Virtual training for some areas e.g. PREVENT, FGM and Child Exploitation to be completed - 4 x DSL's to deal with potential increase in caseload - High communication between DSLs and regular meetings to share updates and caseload reviews - Ensure all staff are confident and able to log on to CPOMS 	Medium	All staff SLT	

Shared staff spaces	Staffroom <ul style="list-style-type: none"> - 2M social distancing in the staffroom - Staggered lunchtimes will reduce the amount of staff using staffroom at any one time - Additional capacity in the school house set up as an additional staffroom - Staff to bring in flasks or lidded cups to transfer hot drinks to other areas of school - Staff to ensure that they put own plates/cups in dishwasher - Staff to ensure that worktops are wiped down after use and left ready for next person to use Offices <ul style="list-style-type: none"> - 3 office staff working in the office - FSW to be based in office adjacent to main office - Staff to minimize visits to the office and stand outside door where possible to avoid congestion - Staff to use printer in resource area where possible 	Low	All staff	
Communication/training	<ul style="list-style-type: none"> - Staff meeting to be held to communicate plans, procedures and risk assessment with staff - Separate staff briefing with Lunchtime Supervisors - Regular communication with parents to share plan and to provide updates - Parents to ensure that they provide school with most up to date telephone numbers to school to enable parents to be reached quickly and efficiently if needed - Governors to be regularly updated 	Low	All staff SLT Parents HT/DHT	

Update 1 – 19th May 2020 after feedback from SIPS Health and Safety and after reviewing it against issue of Risk Management Toolkit

Update 2 – 7th June 2020 after feedback from UNISON

Update 3 – 8th July (ready for Sept opening)

Update 4 – 31/08/20 – In light of government announcements and LA face masks guidance

