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| **JUNE / JULY COVID RE-OPENING Risk Assessment** |

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| **Location / Site** | GROVE ACADEMY |
| **Activity / Procedure** | PHASE 1 RE-OPENING FOR A MAXIMUM OF 32 CHILDREN IN 4 BUBBLES |
| **Assessment date** | All staff will receive a copy of this risk assessment, a staff handbook and receive training on this on the inset days 1.6.2020 & 2.6.2020. |

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| **Identify people at risk** | YES or NO |
| **Employees** | **YES** |
| **Children** | **YES** |
| **Visitors** | **YES** |
| **Contractors** | **Yes** |
| **School Context** | Grove is landlocked and surrounded by busy roads on all 4 sides, with no parking available for parents or staff. The classrooms are all of varied sizes with some being very small. With social distancing we can accommodate 7 pupils in most classrooms, and 9 pupils in 3 classrooms. 2 of our classrooms are upstairs and we prefer not to use these as the access route makes social distancing more difficult. There are limited pupil toilets – only 1 block for 420 pupils, therefore we will need to make use of staff toilets to ensure social distancing. Outdoor space for pupils to access is extremely limited – we can only safely have 2 pupil bubbles outside at any one time. There are no grass areas at all. There is EXTREMEMLY limited space for staff to take a break outside. There are 4 possible entrances to facilitate social distancing, however, they all need to be observed by a member of SLT in phase 1. If limited SLT then more staggering of entrance times are needed. |

**School will be open to pupils on Monday to Thursday’s only. This decision has been based on a thorough risk assessment of available staff, meeting our statutory requirements for teachers and safety requirements and will ensure:**

* The Government recommended ‘bubble ‘ approach is maintained to ensure pupil and staff safety
* As per Government advice, rotas are avoided
* All teachers receive 10% PPA as per statutory entitlement
* All NQTs will receive 20% PPA as per statutory entitlement
* All Teachers are able to plan online learning for pupils who remain at home
* All areas of the school can be deep cleaned over one day
* All staff will receive emotional well being checks weekly

**Esprit Central Team**

* 2 staff will continue to work from home
* EP will work from home when not undertaking leadership duties for Northwood Broom Academy
* EP will undertake additional onsite monitoring visits when necessary and by prior organisation

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|  | **Location in school** | **pupils** | **Number of pupils** | **Staff (T and TSA) first aid** | **Toilets to be used by pupils** | **entrance** | **SLT to supervise gate entry** | **Time of entry** | | **Time of exit** | |
| Bubble AB | AB classroom (G35) | CKW | Max 9  Currently 9 | JBP - EG | Red staff toilets | Myatt Street | SC | 9.05 | | 3.00 | |
| Bubble CB | CB classroom (G31a) | CKW | Max 9  Currently 9 | AF - AH | Red staff toilets | Myatt Street | SC | 9.20 | | 3.15 | |
| Bubble HW | HW classroom (G109) | CKW inc. BASC | Max 7  Currently 7 | HW-CP | HW toilets | Turner Street blue gate | JBl | 8.00 | 9.05 | 3 | 5 |
| Bubble KE | KE classroom (G110) | CKW inc. BASC | Max 7  Currently 7 | LP- DH | KE toilets. | Turner Street blue gate | 8.00 | 9.05 | 3 | 5 |
| Touch point cleaner |  |  |  | BS |  |  |  |  | |  | |
| Office - main |  |  |  | JM |  |  |  |  | |  | |
| Site |  |  |  | CH |  |  |  |  | |  | |
| SLT - |  |  |  | SC  JB  EC |  |  |  |  | |  | |
| DSL - Pastoral |  |  |  | JO |  |  |  |  | |  | |
| SENCO FROM OFFICE |  |  |  | SCo |  |  |  |  | |  | |
| Online learning team |  | Y3 –JK, LD and HF  Y4 – JS, JW and CC  Y5 – HC, KE and PR  Y6 – AB, CB and AW | | | | | | | | | |
| Back up staff |  | Teachers - HC, JS, CC, PR, DC, JW, LD, VW,DL,  TSAs – LR, JHiG, DW, WH,VW, ER, EG, SE, DC, YS, ZW  SITE –  SLT- LM  OFFICE –JP, EC  SENCO – JBL  DSL – SS, RD | | | | | | | | | |

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.”**

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

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| **Risk** | **1. PARENTS AND SCHOOL STAFF SHARE COMMON UNDERSTANDING OF SAFETY MEASURES TO PREVENT** direct transmission of the virus | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | Control measures required to reduce risk – add appropriate detail about the type and location of controls | | | |
| **WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS**   1. Child will be allocated an entrance, which will be either:    * Turner Street black gate    * Turner Street blue gate    * Keelings Road    * Myatt Street 2. Strictly one parent only MUST accompany their child to and from school, no siblings unless absolutely necessary (if siblings accompany they must remain alongside the adult). NO PUPIL, REGARDLESS OF AGE SHOULD WALK TO OR FROM SCHOOL ON THEIR OWN. 3. 1 member of SLT must supervise each entrance during phase 1 until satisfied that all control measures are being applied consistently, 4. Parents / carers to socially distance whilst they wait on the pavement outside school – spots on the pavement show where to stand 5. Follow the arrows on the pavement which show the one-way system 6. A member of SLT will indicate when your child can enter through the gate 7. Staff from each bubble will guide pupils to stand on a waiting spot on the playground, when all pupils for that group have arrived (or after 5 minutes if not all arrived), then the pupils will be lead in to their classroom. SLT to take a register out to the gate to check which pupils have arrived. 8. Pupils will enter school and sit on designated seats 9. Pupils will be in a small bubble and stay in that bubble group for the whole day, not mixing with any other bubble 10. Each bubble will have 2 staff 11. All children to bring a packed lunch with an ice pack from home which will be stored in the child’s designated place (under the desk) 12. Lunches and snacks to be eaten in classrooms – no tuck will be provided or on offer from the academy 13. Pupils to wear sports/casual clothes and trainers 14. Clothes to be clean on every day 15. Times will be allocated, they will be 9:05 / 9:20 arrival and 3.00 or 3:15 PM collection. 16. If children arrive late they WILL NOT be admitted. 17. All bookings to be completed via Survey Monkey before the specified deadline. 18. BASC limited to Critical Key workers, if this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session 19. All visits to the toilets supervised by an adult 20. Regular handwashing modelled and observed by staff 21. Enhanced cleaning of resources and environment, deep clean on a Friday 22. Parents and carers to communicate via email or phone calls, the academy office is not open 23. Parents to sign an agreement to confirm their adherence to school requirements 24. If a child becomes ill at school, they must be collected immediately and school will agree next steps | | | | |
| **Remaining level of risk** | **HIGH - Leadership Team and Trustees recognise that this is dependent on parents/children following the points above** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **Risk** | **2. LACK OF CLEAR ORGANISATION CAUSES INCREASED TRANSMISSION** | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | Control measures required to reduce risk – add appropriate detail about the type and location of controls | | | |
| **WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS**   1. **TIMETABLE & ARRANGEMENTS** 2. Children will be split into bubbles and will be allocated a specific entrance/exit, classroom and members of staff. 3. Children will be offered places Monday to Thursday. Bubbles will be allocated staggered times for drop off and collection between 9:05am - 3:15pm to ensure safe social distancing (see timetable below). 4. Before and After school provision (BASC) can be pre-booked at a cost for ‘critical’ key worker children **ONLY**from the hours of 8am until 5pm. These will be offered on a first come first served basis as numbers are capped at 14. 5. Strict social distancing protocols will be in place. Parents must follow the clearly marked entrances and adhere to the identified markers on the pavements. 6. Intense cleaning routines will be in place and staff on duty will ensure that equipment is cleaned regularly. 7. Children will use designated toilets. Staff will be vigilant at all times and will supervise children in the toilets to ensure social distancing and hygiene expectations are adhered too. SIGNS 8. ‘Catch it, bin it, kill it’ will be taught, modelled and encouraged. The bins will be emptied regularly throughout the day. 9. Children will not mix with other staff or children outside of their allocated bubble. 10. If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 7 days. 11. If a child or staff member within the group is tested positive to Covid-19, the whole group (including the members of staff) will be asked to follow the government guidance and be sent home to isolate for 14 days. The household does not need to isolate however if symptoms arise then government guidance on self-isolation should be followed. 12. **Children will access outdoor provision as much as possible.** 13. Learning activities will consist of wellbeing, access to the set online and home learning tasks and PSHE (including hygiene, fire drill)     * AB go out through main pupil toilets, assemble     * CB go out through Myatt Street gate     * HW tbc 1st june     * KE tbc 1st june 14. Children will not share resources. They will have access to their own name labelled tray of resources which will aid them in the classroom. 15. A designated first aider will be available at all times. Each bubble will have access to their own first aid provision and treatment will be given within the classroom location. Children will be encouraged to provide their own supervised care for minor injuries, such as cleaning a graze. Similarly, any pupils requiring personal care will follow the same procedure. Parents/carers will be informed of any first aid following usual school procedures. 16. A designated safeguarding officer will be available at all times. 17. Lunch & snacks & playtimes. In class? Provided by either home or CITY CATERING-? Lunch and snacks will be eaten in the classroom. In the first instance ALL pupils must bring a packed lunch. 18. Children must bring a water bottle to school each day clearly labelled with their name. This must be a sports bottle with a spout or straw, which has a removable lid for filling. 19. When the forecast is for good weather, suncream must be applied prior to entering school. They should also bring a sunhat and sun cream. 20. If child has an inhaler, they should keep this with them in their bag at all times. | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **Risk** | **3. Lack of social distancing in the classroom** resulting in direct transmission of the virus | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | |
| **YOUNG CHILDREN WILL NEED CONSTANT SUPPORT TO ADHERE TO SOCIAL DISTANCING** These control measures are to encourage space between children where possible.   1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 7 children in the first phase 2. Cloakrooms not to be used – coats on back of chairs or under desk 3. Remove excess furniture and resources to increase space where space is available – to LIBRARY/ HALL 4. Social distancing rules created for and with the children – including number of children permitted to access resources safely and how 5. Routines are clearly detailed, instructions how to line up, physical contact, use of toilet, moving around spaces (see revised behaviour policy) 6. Where groups share toilets, agree access times and cleaning arrangements 7. Water bottle refill to be built into routine of day, supervised and cleaned 8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance (see revised behaviour policy) 9. Resources and activities planned to reduce shared contact and individual learning 10. Use of outdoor space – same charter for outdoors 11. Staff allowed to stay at adult height – no requirement for getting to child level for interactions 12. Interactions carried out where possible from a distance 13. Children to use same desk if returning next day 14. Children stay in their bubble in classroom and in designated outdoor space for majority of the day and not mix with other groups 15. Children keep to their named desks when in the room 16. Children isolated if cannot adhere to charter and spoken to re the need for social distancing – PARENTS SPOKEN TO AND PLACE REVIEWED IF IT PERSISTS (see revised behaviour policy) 17. Lessons planned for individual work (not pairings or group work) 18. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 19. ONLY verbal feedback to be given, NO marking in pupil books, teachers can make own notes in own notebook about next steps 20. Mark out an area for the teacher – 2m distancing at front of room 21. Teacher and TSA are assigned to these children and stay with these children throughout the day *(and on subsequent days)* 22. Bags and lunchboxes kept under children’s tables. Coats to be stored on backs of chairs (long coats to be folded and under the desk to avoid a trip hazard). 23. Windows to be open wherever possible to aid ventilation, blinds to be drawn/open 24. Doors to be held open with door wedges where rooms are in use. | | | | |
| **Remaining level of risk** | **HIGH - Leadership Teams and Trustees believe this is dependent on staff/children following steps** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **4. Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.   1. Toilet routines ensure children are escorted to toilet and supervised – only one child allowed to go to toilet at a time – taken to the toilet by an adult, only 1 child in the toilet at a time – 1 in, 1 out. Any pupil going to the toilet washes their hands again when they return to class – under adult supervision. Bubble CB after using the toilet are taken to the disabled toilet to wash their hands. 2. Extra soap ordered to ensure we do not run out 3. Allocated toilets for different bubbles of children 4. Soap dispensers topped up throughout day and hand washing supervised 5. Extra Signs in toilet re washing hands 6. Wedges for the toilet external toilet doors and classroom doors if not fire doors. 7. Staff to use allocated toilets only (see staff schedule). Staff to wash hands with soap and water, dry with a paper towel (placed in lidded pedal bin), use an anti-bacterial wipe to wipe the taps, flush, light switch and then use to open the door. Place wipe in the lidded pedal bin outside the door. 8. Order more lidded pedal bins | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **5. Lack of social distancing during playtimes and lunchtimes** resulting in direct transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS  These control measures are to encourage space between children where possible.   1. Staggered playtimes and/or allocated play area in the first instance 2. Reduced playtime equipment – use only equipment that can be easily cleaned, and only equipment with hard surfaces (e.g. no beanbags or skipping ropes) 3. Games discussed which encourage social distancing – football passing, hula hooping, eye-spy 4. Staff supervision throughout – actively encouraging and insisting on social distancing 5. Children practice talking 2 metres apart – modelled by staff | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **6. Lack of social distancing when eating lunch** resulting in direct transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS  These control measures are to encourage space between children where possible.   1. Children eat in their classrooms 2. Children asked to bring packed lunch in first instance – packed lunches kept under children’s tables with bags 3. Meals brought to their classroom – when we have meals cooked on site | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **7. Lack of social distancing in the corridors** resulting in direct transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | **MEDIUM** | **LOW** | | | **NEGLIGIBLE** | |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS  These control measures are to encourage space between children where possible.   1. Children staying in their classroom and accessing outside from classroom door 2. One child going to toilet at one time – supervised by adults 3. Messages from office to staff, and from staff to office will be delivered by email 4. Staff use available space to maximise the distance between each other – only 1 person in the corridor / confined space at any time – wait for the other person to pass. 5. Consider one-way system around the school using outside areas if needed 6. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice of this in the first few days 7. Alcove areas cleared and used for passing areas – COVID LAYBYS! 8. Fire evacuation to be practiced in the first week and reviewed in light of any risks identified | | | | | | | | |
| **Remaining level of risk** | **HIGH - Leadership Teams and Trustees believe this is dependent on staff/children following steps** | | | | **MEDIUM** | **LOW** | | **NEGLIGIBLE** |

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| **Identify hazard** | | **8.Contact of shared resources** resulting in indirect transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Shared resources to be washed in detergent each night and left to dry 2. Resources from each tray to be wiped down by the child at end of each day using an anti-bacterial wipe. (pack of wipes to be kept in each tray) 3. Tables, door handles and other surfaces cleaned with detergent every night and throughout the day with touch point cleaning. 4. Resources on tables ready for lesson and children have restricted choice of resources 5. Children supervised to wash hands before lessons and after each lesson 6. Outdoor resources restricted each day and outdoor area separated between bubbles (physical barrier so no mixing) – playground areas will be timetabled so that only one bubble accesses at a time. 7. Outdoor equipment collected for each bubble to be – purchase boxes? 8. Soft toys and furnishes including bean bags removed from the classroom before opening – put tidily on back of classroom and covered with a dust sheet. 9. Outdoor playground equipment allocated to the bubble of children and cleaned after each use. 10. Children wipe down own resources and tables at end of each day using anti-bacterial wipes. 11. Deep clean of all areas on a Friday 12. Children to have pack of stationery labelled with their name on, in a tray on their allocated desk 13. Avoid use of small resources such as counters – check with SLT before using these 14. ONLY verbal feedback to be given, NO marking in pupil books, teachers can make own notes in own notebook about next steps 15. Lessons planned so resources are individual and not shared – or on white board 16. Resources on tables ready for lesson and not distributed within the lesson 17. Children to wash hands regularly with soap and water – see handwashing plan | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **9. Emotional distress of the children** | | | | | | |
| **Existing level of risk** | | **HIGH** | **MEDIUM** | **LOW** | | **NEGLIGIBLE** | | |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Meet and greet smile and hello by every member of staff on the gate and their classroom door they enter – added as appendix of behaviour policy 2. Children to have class teacher and TSA (if possible under vulnerable staff guidance) in the first instance 3. Emotional health curriculum to be delivered for first two weeks to support children’s well-being – slowly increasing the cognitive load 4. Comfort given from a distance – at adult height and hand gel used after if needed 5. Small numbers of children in each bubble to support their emotional need 6. 2 metre social distancing emotion coaching for children who are distressed, NO PHYSICAL CONTACT UNDER ANY CIRCUMSTANCES (e.g. hug, hand holding) | | | | | | | | |
| **Remaining level of risk** | **HIGH - under the circumstances there is probably no comprehensive actions that can be taken** | | | | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **10. Well being of the staff – including anxiety** | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Team meeting – virtually – to discuss concerns and shared control measures 2. Sharing of support websites, via COVID-19 website page, staff wellbeing package through Schools UK 3. At least one SLT member of staff on site every day for staff to share concerns with 4. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 5. Separate risk assessment for the office area below 6. Staff use wipes, handwashing and social distancing when using designated lunch areas (childcare to use library area, other staff to use staffroom on rota) clean kettle, dishwasher, microwave after use – supervision / checking of this??? 7. Extremely vulnerable staff (Shielding) work from home 8. Vulnerable staff – those suggested to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 9. Staff to contribute to risk assessment process – input into hazard identification and control measures 10. Online coaching and support from SLT 11. Designated “staff areas” (2 chairs in quad area) to gain fresh air for different groups of staff – maybe rota for same area if needed 12. Preparation time prior to opening 13. PPE masks / face coverings / visors offered to staff working with children needing personal care 14. PPA time on a Friday to allow staff to plan for home learning and school provision | | | | | | | | |
| **Remaining level of risk** | **HIGH - this may change once staff have returned to school** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **11. Increased risk of spreading virus due to close contact with children – 1:1 and restraint** resulting in direct transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Seek expert guidance re support for children with behaviour difficulties that might need restraint and display spitting, biting etc. leading to individual risk assessments – SLT make decision on attendance if safety can be guaranteed 2. Conduct vulnerable child risk assessments 3. PPE purchased for every bubble, to be worn for intimate care 4. Some visors also ordered if needed - some for each bubble 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way where staff are put at risk , contact parents and send home immediately 6. Staff to wear PPE if attending to any first aid incidents. PPE to be disposed of in black bin bag, then taken to outside bin. 7. Extra disposable aprons ordered 8. Extra gloves ordered 9. Some visors also ordered if needed 10. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 11. PPE offered to staff for those working close with children 12. Masks purchased if needed – N95 grade and instructions from PHE re cleaning – so issued to individuals 13. Weekly stock check of PPE equipment to be undertaken and re-ordered where needed   Please note the Government guidance states “Wearing face coverings or face masks is not recommended”  The minimum [PPE](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.  If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.  Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people’s potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **11. Risk of spreading virus due to poor daily cleaning routines** | | | | | |
| **Existing level of risk** | | **HIGH** | **MEDIUM** | | **LOW** | **NEGLIGIBLE** | |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | |
| 1. Hand gel order in large quantities 2. ~~S~~oap dispensers and re-fills in each classroom (to be filled twice daily by touch point cleaners) 3. Children hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze or any time they leave the classroom 4. Washing hands posters in all washing areas 5. Reminders how to wash hands properly – videos and posters 6. Procedure agreed for children to wash hands so thorough hand washing (see handwashing guidance) 7. Circulate hand-washing schedule and guidance – appendix to staff handbook 8. Handwashing PHSE lessons, songs and rhymes 9. All surfaces, handles, toilets and shared equipment will be cleaned each day using detergent 10. PPE will be worn by all cleaning staff (including touch point cleaners) 11. Cleaners to return to work before the school re-opens 12. Reduction of classrooms used – Year 6AB and CB classrooms and toilets, Year 5HW and KE classrooms and toilets, offices and adult toilets (see staff schedule) | | | | | | | |
| **Remaining level of risk** | **HIGH** | | | **MEDIUM** | | **LOW** | **NEGLIGIBLE** |

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| **Identify hazard** | | **13. Risk of illness of vulnerable staff and family members** through direct and indirect transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 4. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 5. Separate risk assessment for staff who are clinically vulnerable if requesting to work on site. 6. Staff only to use PPE if undertaking touch point cleaning, dealing with intimate care and/or a child is unwell. 7. HR advice to be sought where needed and all policies to be applied as necessary 8. If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell -anosmia), or have someone in your household who is, you should not be in a childcare setting, school | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **14. Risk of illness of vulnerable children and family members** through direct and indirect transmission of the virus | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Children who are clinically extremely vulnerable – those being shielded should not attend school 2. Children living with some who is clinically extremely vulnerable should not attend school 3. Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school 4. Children living with someone who is clinically vulnerable can attend school – parents will be given the choice 5. If one sibling needs to isolate, ensure that all siblings within the MAT and beyond (where reasonable or practical) are also isolating for 14 days 6. If a child becomes ill they must be sent home immediately, all children who are sent home must then either have a coronavirus test or remain off for seven days 7. If a child receives a positive result the entire bubble must then be sent home for fourteen days self isolation 8. A daily text home and weekly survey reminders about self isolation will be completed | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Identify hazard** | | **15. Risk of transmission in and around office area** | | | | | | |
| **Existing level of risk** | | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** |
| **Control measures** | | List your control measures required to reduce risk – add appropriate detail about the type and location of controls | | | | | | |
| 1. Unlocking and closing of internal gates – SLT on gate duty. 2. Staff to arrive through the main office between 8.15 – 8.30am (BASC staff to arrive between 7.30 and 7.45) 3. Staff temperature check on arrival. BASC staff need to arrive between 7.30 and 7.45am, and check their own temperature on reception, then wipe the thermometer after use. Bubble based staff temperatures will be taken by a member of Inclusion in the staff room- staff to use one way system 4. Visitors only allowed on site strictly by prior arrangement and temperature to be checked on arrival (visitors with no appointment turned away). 5. Postman arrangements – ring intercom, leave by inventory screen, washing hands after use. 6. Only use the allocated staff toilet. 7. Regular handwashing by staff, on arrival, before eating, after lunch, before leaving. 8. Access to office reception will be via arranged appointment only. 9. 2 persons maximum in the office at any one time ensuring 2m social distancing. 10. Parents and carers are asked to communicate via email or phone calls, the academy office is not open. 11. Telephone to be answered when staff in office (9 – 3) then switched to answerphone 12. Windows to be opened for good ventilation and blinds to remain pulled back when the office is in use. 13. Staff must email the office if they need to visit the office and wait to be invited to enter. 14. Staff visiting the office must remain at the office door which will be wedged open and wait to be assisted. 15. Anti-bacterial wipes and gel to be placed upon reception and used each time after accessing inventory system (if fob is not used) and before entering school. 16. Dismissal – pupils will only be dismissed daily to an adult and who confirm known password. 17. Late pupils to be returned to bubble. Inclusion to phone home to ask if parents on their way. 18. Late arrivals will be refused entry at the gate. 19. Limited access to photocopiers where possible and wiped with antibacterial after every use. Where possible any printing required by the bubble, please email the office directly and office staff will respond to say it is ready to collect from the copier. Office staff to complete ALL photocopying. 20. Pupils will not be granted access back into Academy grounds if something is left behind at the end of the school day. 21. Staff lunches to be eaten within office environment/staff room. Staff must not go off site. 22. See cleaning rota for regular touchpoint cleaning of office, gate, entrance areas. 23. Pupils who need to leave early for anything other than illness? Leave via office to ensure pupil numbers are adjusted accordingly. Bubble teacher to ensure the child is brought to the office in time for collection. Child to wait in reception unless individual risk assessment states otherwise. 24. Pupils who are ill are to be collected from main office reception – pupils will be in isolation area (meeting room). SLT member will escort the child to the parent/ carer at the gate. 25. Staff illness, staff are asked to follow the usual Supporting Attendance policy. 26. Fire alarm to leave the premises via closest escape route following normal procedures. Excel registers to be sent to office. Office to submit to DFE and print paper registers for fire drill. | | | | | | | | |
| **Remaining level of risk** | **HIGH** | | **MEDIUM** | | **LOW** | | **NEGLIGIBLE** | |

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| **Name of Manager** | **Signature of Manager** | **Date** |
| **Shirley Carrigan** |  | **01.06.2020** |

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| **Trust Board comments via Trust Board meeting** | 22/05/20 |
| The concept of safety in the current circumstances is beyond the control of Teachers, Schools, Leaders and the Trust or Trustees.  As we discussed there are a wide range of behavioural and other factors beyond the control of the school that come into play. Yes we can inform and even influence behaviour outside of school but we cannot control it or assure it.   Social distancing is a difficult enough concept for adults to grasp; it must be wholly alien for young children.  *'The School is able to operate effectively with the proposed number of children for a limited period of time.  The School has adopted and followed all of the specific schools related and general guidance issued by the Government and the DfE. All reasonable measures and mitigating actions have been put in place to ensure the safety of children, staff and visitors during this period.  This will remain under continuous review with staff, leadership and trustees.'  ['If during this period of operation there is an adverse change in the risks either at a local or national level then the Trust will place the safety of children and staff foremost in considering whether to close the School.'*  Next steps  Next review date | |

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| **Chair of Trustees** | **Signature of Chair** | **Date** |
| **Jane Gaffney** |  | **22-05-20** |

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| **Risk assessment reviews** | Daily |