



**Risk Assessment to Prevent the Spread of COVID:19**

These plans may change subject to government directives and advice.

Risk: Transmission Through Contact	Who	Measures taken:	Status/RAG Rating
<p>Create strategies for social distancing of <b>pupils</b> whilst inside the school building.</p> <p><i>Our aim is to minimise contact between individuals and maintain social distancing wherever possible. The vast majority of time will be spent in a year group bubble which differs according to the days required by critical workers.</i></p>	<p>All staff &amp; pupils</p>	<ul style="list-style-type: none"> <li>All staff to receive full risk assessment and to be briefed on expectations <b>for January lockdown</b></li> <li>Children in Years 2-6 to have a set chair and table that they use for the majority of the time</li> <li>Children to have their stationery pack and other regularly used resources at their table. This avoids unnecessary movement in class.</li> <li>Redundant furniture cleared to allow distancing</li> <li>Parents are informed of social distancing measures in place prior to the return of pupils</li> <li>On Day 1, rules and expectations are made explicit to pupils (powerpoint), followed by reminders as required</li> <li>Volunteers and visitors must be authorised by the Headteacher, Deputy or Assistant Head</li> <li>Limit use of corridors by using external doors wherever possible</li> <li>Only 3 children at a time to use the toilets</li> <li><b>Avoid any mixing of class bubbles</b></li> <li><b>Extra-curricular opportunities will stop during lockdown</b></li> <li>Automated door closers purchased to enable doors to remain open but close in the event of a fire</li> </ul>	<p>G</p>
<p>Create strategies for social distancing of <b>adults</b> whilst inside the school building.</p> <p><i>Our aim is to keep contact between children to adults &amp; adults to adults to a minimum.</i></p>		<p>As above, plus:</p> <ul style="list-style-type: none"> <li>All staff to remain vigilant at all times regarding the 1m plus distancing rule</li> <li>Corridors are taped to clearly demarcate 2metre distances</li> <li><b>Staff eat alone or remain in year groups for lunches, maintaining distancing</b></li> <li>The ECM Room will be used as a kitchenette for Yr4, Yr5 &amp; Yr6 staff. This will be equipped with a microwave, fridge and kettle. All other year groups to use the staffroom.</li> <li><b>There will be no briefings during lockdown</b></li> <li><b>Meetings and PPA during or after school time must follow the 1m plus distancing rule.</b></li> <li><b>Social contact outside of your team should only be where necessary</b></li> </ul>	<p>G</p>

		<ul style="list-style-type: none"> <li>• Only Y4-Y6 staff should use the KS2 photocopier unless the staffroom one is broken</li> <li>• Reduced furniture in staffroom to support the 1m plus rule</li> <li>• Children should be ready to leave and engaged in holding activities from 3:15pm, ready for a quick collection and exit from the premises between 3:15pm – 3:30pm</li> <li>• When supporting children in class, stand behind them and both face forward where possible or keep a distance of 1m plus (particularly KS2)</li> </ul>	
Create strategies for social distancing during break and lunchtimes	All staff & pupils	<ul style="list-style-type: none"> <li>• Tables will be set ready avoiding children collecting cutlery</li> <li>• Children will be allocated a set place</li> <li>• Children are served hot dinners at their table to avoid queuing</li> <li>• Lunches to be eaten in class groupings with staggered access to the hall. Each grouping have a set time to sit down and leave (see breaktime and lunchtime plan)</li> <li>• Adults supervising dinners to wear masks and/or face shields</li> <li>• Each year group will have an allocated lunch supervisor</li> <li>• Playground and field to be zoned into six areas and children to stay in their year grouping. (see breaktime and lunchtime plan)</li> <li>• Playground equipment can be used by children in the appropriate zones</li> <li>• Adults to supervise each toilet block to ensure distancing and hygiene</li> </ul>	G
Create strategies for social distancing before and after school	All staff, parents & pupils	<ul style="list-style-type: none"> <li>• Staggered start times and finish times <ul style="list-style-type: none"> <li>- children to arrive between 8:40am and 8:55am</li> <li>- children to leave between 3:15pm and 3:30pm</li> </ul> </li> <li>• Teachers to be ready to let children enter class from 8:40am and leave from 3:15pm</li> <li>• Children enter classrooms immediately on arrival</li> <li>• Children remain in classrooms whilst waiting for collection</li> <li>• Parents informed of expectations regarding social distancing walking to and from school</li> <li>• Adults and secondary school children to wear face covering whilst on the school grounds.</li> <li>• Older children walking home on their own must make a swift exit- staff to enforce and to stagger release of classes to avoid mixing</li> <li>• No boosters during lockdown</li> <li>• Children to have mobile phones switched off whilst on the premises (to avoid close contact showing screens)</li> <li>• All children and adults to follow the one-way system around the outside of the school. This will be managed by site supervisor and school staff</li> <li>• Where possible, <b>only one</b> parent/carer to accompany into school</li> <li>• Parents cannot congregate on school grounds – should drop off/collect and leave immediately. Please do not wait to meet friends</li> <li>• Children cannot play on outdoor equipment</li> <li>• Parents and staff to keep a 1m plus distance on drop-off</li> <li>• Parents should keep a distance from class doorways</li> <li>• Conversations with teachers, where possible, should be via telephone or e-mail. This includes notifying of red cards</li> <li>• Teachers to notify parents of their email addresses each term as a reminder that this is now the key means of communication</li> </ul>	G

		<ul style="list-style-type: none"> <li>No parent/carer vehicles to use the car park (separate arrival time for children where vehicle access is required)</li> <li>Firsview Drive is an entry and exit route both before and after school- pedestrians must walk single-file, keeping to the left.</li> <li>Site Supervisor on the front gate to manage social distancing</li> <li>Headteacher/Deputy headteacher on the back gate</li> <li>Assistant Head on front gate Monday-Wednesday and SENCo Thursday-Friday</li> <li>All gates open (including one for vehicle access by the kitchen pod)</li> </ul>	
Reduce risk of exposure to COVID-19 by providing PPE for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored in the medical room and can be accessed by all staff members as required. Individual personal care plans to be adhered to</li> </ul>	G
Reduce risk of exposure to COVID-19 by providing PPE for interacting with pupils or staff in the case of emergency	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored in the medical room and Rainbow Room (isolation room) and can be accessed by all staff members as required</li> <li>Business Manager and First Aid Coordinator to monitor stock levels</li> </ul>	G
Ensure regular hand washing in accordance with guidelines	All staff	<ul style="list-style-type: none"> <li>Staff to monitor soap dispensers throughout the day</li> <li>Children instructed to wash hands when entering school; after coughing or sneezing; after using the toilet and before handling food.</li> <li>Use hand gel at other appropriate times</li> <li>Business Manager to monitor stock levels</li> <li>Have a 'catch it, bin it, kill it' approach to tissues</li> <li>Posters encouraging good hygiene in all classrooms and toilets</li> <li>Site Supervisor responsible for refilling wall-mounted hand sanitiser dispensers.</li> <li>Lidded bins will be available in each classroom for safe disposal of tissues and cleaning waste</li> <li>Open windows to allow ventilation – skylight windows when cold</li> <li>Staff to be washing hands throughout the day.</li> </ul>	G
Identify a contained room for use should a pupil or staff member show symptoms of Covid-19	Headteacher	<ul style="list-style-type: none"> <li>The Rainbow Room is our isolation room</li> </ul>	G
<b>Risk: Staff and Pupil Attendance</b>			
Staffing levels adhere to social distancing guidelines		<ul style="list-style-type: none"> <li>Staff considered to be 'extremely clinically vulnerable' will be risk-assessed against the latest government guidance</li> <li>Staff to avoid mixing outside their bubble as much as possible</li> <li>Staff to avoid physical contact</li> </ul>	G
Manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation		<ul style="list-style-type: none"> <li>All staff to be given risk assessments. Staff will have the opportunity to discuss or e-mail any concerns</li> <li>Training Day will be used to share expectations and new guidance</li> <li>Access to well-being and mental Health support communicated and shared with staff such as Changing Minds IAPT Service. Also the following: <ul style="list-style-type: none"> <li><a href="https://www.nhft.nhs.uk/iapt">https://www.nhft.nhs.uk/iapt</a></li> <li><a href="https://www.nuffieldhealth.com/teacher-wellbeing">https://www.nuffieldhealth.com/teacher-wellbeing</a></li> <li><a href="https://www.mentallyhealthyschools.org.uk/wholeschoolapproach/supporting-staff-wellbeing/">https://www.mentallyhealthyschools.org.uk/wholeschoolapproach/supporting-staff-wellbeing/</a></li> </ul> </li> </ul>	G

Supporting children with additional needs, who may find the significant changes to the environment overwhelming/stressful/anxiety-inducing		<ul style="list-style-type: none"> <li>• Sharing PowerPoint on first day so children are aware of expectations and feel safe</li> <li>• Children have time to ask questions</li> <li>• Family Support Worker available to support</li> <li>• Calming/meditation activities linked to PSHE for well-being</li> </ul>	G
Share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> <li>• A site plan will be sent to parents to indicate one-way system</li> <li>• Details of a new school day to be emailed</li> <li>• Risk assessments shared with parents</li> <li>• Headteacher available via email/phone for questions etc.</li> <li>• Signage to be displayed to reinforce social distancing</li> </ul>	G
Process for collecting a child due to illness (non-COVID19) or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> <li>• Parents to collect from external gate to avoid child coming through school</li> <li>• Parent to phone school when they arrive</li> </ul>	G
<b>Risk: Developing COVID-19 symptoms</b>			
Process if a child becomes unwell		<ul style="list-style-type: none"> <li>• Child to be taken to the Isolation Room (Rainbow Room)</li> <li>• Any staff in the Isolation Room must wear PPE</li> <li>• Open windows for ventilation and leave the door open</li> <li>• Headteacher, DHT, AHT, FSW or lead first aider to stay with and coordinate collection of the child via external gate</li> <li>• Parent to arrange testing of child. Child to self-isolate for 10 days if tested positive. The household should self-isolate for 10 days.</li> <li>• If positive, parents should inform the school immediately of the test result</li> <li>• Children can return after 10 days if symptoms have ceased. Current guidance states that children can return after this period even if they still have a cough or loss of taste/smell. If their temperature remains high, children should remain at home</li> <li>• Following a confirmed case, school will contact DfE 0800 0468687 Advice can be sought from the NCC Infection Protection Control Team: <a href="mailto:healthyschools@northamptonshire.gov.uk">healthyschools@northamptonshire.gov.uk</a></li> <li>• If a child is tested positive, all children and staff, as advised by the health protection team, should be collected and not return for 10 days.</li> </ul>	G
Process if a child or adult becomes seriously unwell		<ul style="list-style-type: none"> <li>• Call 999</li> <li>• Contact parents</li> </ul>	G
Process if a staff member becomes unwell		<ul style="list-style-type: none"> <li>• Leave the building immediately if able to go home</li> <li>• Wait in Isolation Room if needing collection</li> <li>• Book a test</li> <li>• If tested positive, all children and staff, as advised by the health protection team, should be collected and not return for 10 days.</li> </ul>	G
<b>Risk: Maintaining Cleanliness</b>			
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• A deep clean will take place prior to children returning</li> </ul>	G

		<ul style="list-style-type: none"> <li>All water fountains to be taped off and out of use</li> <li>Additional cleaning during the school day by the site supervisor includes: Door handles Toilets and sinks cleaned after morning breaks and lunch breaks Toilet door locks- both sides of doors Chairs, table tops cleaned during lunch breaks Light switches Photocopier Trimmer Microwave Kettles</li> <li>Lidded bins – Amey cleaning staff to remove inner bags and to immediately place into the external bins. The lidded bins will then need to be cleaned.</li> <li>Additional cleaning during the school day by school staff includes: Toys Teaching equipment/resources i-pads/laptops</li> <li>Disposable cloths and household detergent will be available in each classroom</li> <li>Additional cleaning capacity in place through use of school staff at the end of the day. Staffroom and ECM room to be cleaned after school. Kettles, fridges, handles, microwaves to be cleaned.</li> <li>Business Manager to monitor stock levels</li> <li><b>All surfaces</b> to be left clear at the end of the day to enable cleaning. Teachers to enable cleaning to take place and move if required</li> <li><b>Use of hand gel before using the photocopier and other shared resources such as the trimmer, kettle or microwave</b></li> <li>Base areas to be cleaned following group work to avoid contamination across bubbles</li> <li>Shared equipment, such as sketching pencils or ipads, is cleaned or quarantined for 3 days</li> <li>First aid chair to be cleaned after each child</li> </ul>	
<b>Risk: Safeguarding</b>			
Check your fire safety systems	Site supervisor Headteacher	<ul style="list-style-type: none"> <li>Teachers to explain fire procedures</li> <li>Automated door closers fitted on doors kept open- alarm activated</li> </ul>	G
Monitoring vulnerable families and pupils	Designated Safeguarding Lead and Deputy DSL  Family Support Worker	<ul style="list-style-type: none"> <li>Children with EHCPs are encouraged to attend school and appropriate provision and staffing in place. Where a child doesn't attend, regular contact is maintained</li> <li>Identified families are contacted weekly by the Family Support Worker</li> <li>Food parcels are distributed to families in need</li> <li>Children with social workers and other children deemed necessary are encouraged to attend school. Where a child doesn't attend, regular contact is maintained, including home visits and communication with social workers.</li> <li>All child in need meetings, core groups and review conferences continue remotely</li> </ul>	

<b>Risk: Loss of learning</b>			
<p>Access to technology</p> <p><i>Our remote education plan contains a combination of direct teaching online, links to other online resources and offline work packs</i></p>	<p>Computing Lead and Office staff</p>	<ul style="list-style-type: none"> <li>•</li> <li>• School to purchase laptops to loan to families without devices for home learning</li> <li>• Application to the DFE for laptops</li> <li>• School to support families without internet access</li> </ul>	
<p>Children not engaging in remote education</p>	<p>Class teachers</p>	<ul style="list-style-type: none"> <li>• Children who are not accessing online learning to be firmly encouraged to attend school – phone calls or home visits made promptly when a child is attending online daily sessions</li> <li>• Clarity given to parents that remote learning is not a choice – it is an expectation</li> <li>• Attendance monitored by class teachers and concerns reported to the Headteacher</li> </ul>	