

Covid-19 increase in school numbers from June 2020

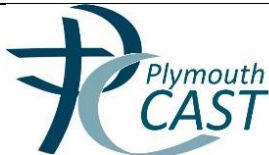
RA100

IMPORTANT – please read this information before completing this risk assessment.

This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

	Establishment: Christ the King Catholic , Primary School Bournemouth.	Establishment Risk Assessment	RA100
	Address: Durdells Avenue , Kinson, Bournemouth, BH11 9EH.		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 22.05.20 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020) This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside CAST guidance document Phased Opening of Schools and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings General guidance on completing risk assessments is available at arrangements note HS47. Updates:		Assessor(s): <i>Clare Tickel</i>	

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of hazard this document</i>
Movement of persons around the school	
<p>1.1 Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.</p>	<p>Pathway onto site clearly marked out – entrance at Durdells Avenue only. Tape identifies the route clearly and 2m distance lines are marked from each entrance where parents are likely to wait. Walking on the left is expected and clearly signed.</p> <p>Stagger drop-off and collection times avoiding congestion;</p> <p style="padding-left: 40px;">Year 6 – 9.00am – 2.30pm Year 1 9.30 – 3.00pm PS- 9.15-11.30 / 12.30- 3.00pm Keyworkers: 9.15 – 3.30pm</p> <p>Each of the four groups attending school have separate entrances which will avoid any congestion on pathways.</p> <p>SLT, PSW and site manager wear high viz and direct parents until they are use to the new routine.</p> <p>Letter to parents 22.5.20 and 28.5.20 clearly communicates the one way system and staggered entry/exit times to parents. Parents are directed to ensure they arrive/ leave site at the designated times. Any late or deviation from the times will be followed up immediately by PSW/SLT.</p> <p>Staff are also given staggered entry/ exit time windows and on entry to school they sign in and make their way to their designated areas. No free flow of staff around school will be allowed. This has been communicated to all staff on 22.5.20 and 29.5.20.</p> <p>Parents are encouraged to park a distance from school to avoid congestion on Durdells Avenue. All communication to parents is repeated weekly in the first instance and will be reviewed following Gov guidance as to the wider opening of schools.</p> <p>Reference Section 20 & 30 in School Opening Action Plan</p>
<p>1.2 Parents gathering at school gate not social distancing</p>	<p>Parents' drop-off and pick-up protocols minimize adult to adult contact: It is clearly communicated to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment), which should be conducted safely. The protocol will include only one adult allowed to pick up / drop off children and where possible other siblings would be at home with another adult.</p> <p>This will be monitored by staff outside to ensure parents follow the protocol: Site manager / PSW and SLT. This has been communicated to all parents and staff on 28.5.20 / 29.5.20.</p> <p>All communication to parents is repeated weekly in the first instance and will be reviewed following Gov guidance as to the wider opening of schools.</p> <p>Should any large gatherings of parents occur then senior staff and site staff will politely request the group is dispersed.</p> <p>Reference Section 20 & 30 in School Opening Action Plan</p>

<p>1.3 Overcrowding in classrooms and corridors.</p>	<p>Classes are split into smaller groups, with no more than 15 pupils per small group and one teacher and a teaching assistant or MSA. Desks are spaced 2m apart in KK1 and KS2. In EYFS small table spaces are 2.3m apart. Classrooms are set up to ensure access to outside space, toilets and hand washing facilities. Classrooms are set up to ensure the teacher / staff have room to move around classroom safely. Excess furniture is moved to maximize space within each classroom. Resources are allocated to each child in a tray on their desk – these will not be shared. Shared resources are wiped down after use by each individual. Resources with many parts, e.g. jigsaw puzzles and construction kit are removed and stored. Allocated resources are not used by other classes. Outdoor equipment is cleaned after use – footballs, tennis racquets, skipping ropes. Games that involve contact or passing a ball to ‘catch’ are not included in the curriculum. Movement is reduced around the school by timetabling a staggered lunch and break times for each class bubble. Year group assemblies are also staggered and held outside where weather allows or in the school hall with 2m distanced seating within a bubble. All classrooms and allocated outdoor space is set up to ensure minimal travel by groups during the school day and to avoid overlap by different groups. Reference Section 29 in School Opening Action Plan</p>
<p>1.4 Increased numbers during breaks compromising social distancing.</p>	<p>Staggered break times and supervision by allocated bubble MSA or TA. Different field locations are allocated to each bubble group. Staggered break times and the one-way system within the building ensures no congestion within the school building. Indoors 2m lines indicate safe distancing. Outside staff regularly remind and monitor Pupils to ensure safe distancing. Reference Section 30 in School Opening Action Plan</p>
<p>1.5 Increased numbers during lunchtime compromising social distancing.</p>	<p>Staggered lunchtimes and supervision by allocated bubble MSA or TA. Handwashing facilities are available within the classroom for PS, Year 1 and most Year 6 bubbles. In 2 x Year 6 classrooms hand gel is available and staff stagger pupils visiting the cloakroom to wash hands. Children eat their packed lunch at their allocated table. Lunches are stored in the classroom and children are supervised collecting their lunchbox one at a time (FSM in kitchen collected by allocated MSA or TA). Reference Section 30 in School Opening Action Plan</p>
<p>1.6 Spread of virus due to increased numbers of people within the building.</p>	<p>Parents are informed that if their child needs to be accompanied to school only one parent should attend. Parents leave the site after drop off / pick up. Any teacher / staff conversations are kept to a minimum otherwise staff arrange to phone the parent at an agreed time. Increased numbers of staff and pupils is managed carefully through the one-way system around school, 2m marked spaces; staff limited to use of their classroom bubble, toilets and staffroom and only at allocated times; pupil movement is supervised by adult and only at allocated times along agreed routes. Only one bubble is allowed to use the corridor at any one time. 2m waiting signs ensure no congestion within each toilet area – only 1 child is allowed within the area at any one time. This will be monitored by adults to ensure children learn and embed this protocol quickly. Reference Section 20 & 29 in School Opening Action Plan</p>

<p>1.7 Inadequate social distancing measures leading to spread of the virus.</p>	<p>Each bubble will remain together – in same small groups of maximum 15 pupils and not mixed on subsequent days. Each cohort will retain the same teacher / TA. . No mixing of groups e.g. for sports. Staff enforce and regularly remind children about 2m distancing within classrooms and around school. Reference Section 29 & 30 in School Opening Action Plan</p>
<p>Premises related matters</p>	
<p>2.1 Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> - Handwashing facilities – available in all rooms except the 2 Year 6 classrooms, offices and break out rooms. Hand gel is provided to these rooms – Year 6 have a handwashing regime which will include pupils having access to their cloakroom for handwashing. Signs are prevalent around school reminding all to wash their hands every 2 hours for 20 seconds. - One-way systems – clearly demarcated by tape and signs (arrows) on floor and walls. SLT and site staff will be available at transition points to ensure the system is adhered to. - Allocation of specific classrooms – where classrooms are in use they mostly have entry and exits directly onto the outside areas. The 3 upstairs classrooms will use the staircase by Year3 to ascend and the staircase by Year 5 to descend. - Classrooms have been rearranged to maximise space – no sectioning off for book or cosy corners. Excess furniture is removed and stored, units turned into the wall where resources will be out of use and surfaces kept as clear as possible. Unused resources will be stored or covered to prevent contamination. - Visualizer will be at situated at the front of the room for children to walk to when directed - There will be one table per child with a tray for storage of their own personal equipment and resources.. - Rooms are set up to ensure space for entry and exit and movement to the front (visualizer). Teachers will rehearse the lining up routines with 2m spacing for emergency evacuations as well as exits for breaks, handwashing. - At home time children will remain seated in their chair until asked by teacher to leave. - No cloakrooms will be in use – all coats and equipment will be stored on the child's chair and on/under their desk. - Posters are displayed around school: 1. 2m distancing, 2. Respiratory Hygiene Reminders, 3. Handwashing reminders, 4. DSL reminders. <p>Reference Section 29 & 30 in School Opening Action Plan</p>
<p>2.2 First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.</p>	<p>13 staff PFA trained and two staff first aid at work trained. Deployment of staff on site ensures that there are adequate numbers of first aid and PFA trained staff at all times. First aid arrangements are communicated during daily briefings and weekly updates also provided. The first aid room is only accessible to one adult and one child at any one time. If a child is symptomatic of COVID-19 the parents will be contacted to collect them immediately – the First Aid room will be used as an isolation room. Reference Section 4 & 28 in School Opening Action Plan</p>

<p>2.3 Fire Procedures</p>	<p>The fire risk evacuation protocols are updated in line with the social distancing guidelines. Pupils will rehearse exiting their bubble classroom in an emergency and will line up along the tree line of the field (revised assembly point to ensure social distancing between bubbles), maintaining 2m distancing at all times. The group lines will be staggered at 2m intervals.</p> <p>All escape routes are in use and all groups will use their nearest safe exit.</p> <p>Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers.</p> <p>Fire doors linked to the alarm system will automatically close. Where doors have been propped open where necessary to reduce hand contact, staff will close the door as the class exit the room. Fire Monitors will sweep the building and ensure all doors are closed.</p> <p>Reference Section in School Opening Action Plan</p>
<p>2.4 Water hygiene – management of legionella</p>	<p>Water hygiene management plan is followed and agreed regimes for flushing and monitoring of temperatures are maintained. The site team have flushed all water outlets regularly during the partial closure. All unused toilet and sink areas have been disinfected and cleaned prior to use as per the government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Reference Section 46 & 47 in School Opening Action Plan</p>
<p>2.5 Using and monitoring new practices to reduce risk of Covid-19 transmission</p>	<p>Staff briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.</p> <p>Daily morning and end of the day briefings. Headteachers and school leaders monitor arrangements throughout the day and make remedial actions where needed. There are opportunities for all employees to raise concerns / make suggestions either during the day or at the daily briefings.</p> <p>Reference Section 3, 18, 19, 27, 29 & 33 in School Opening Action Plan</p>
<p>2.6 Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>Communication ensures that requirements and controls are understood by responsible persons (staff) e.g. signing in processes for staff and any contractors. Staff sign in / out of school and sanitize hands with gel at signing point.</p> <p>Site and senior Admin will ensure that equipment is only in use if it is within statutory test periods (e.g. lifts and hoists).</p> <p>Reference Section 46 & 47 in School Opening Action Plan</p>
<p>2.7 Staff rooms and offices to comply with social distancing and safe working practice</p>	<p>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Reduced use of communal / shared facilities such as tea and coffee facilities and staff to bring their own food and utensils. Enhanced cleaning regimes will be in place – dishwasher in use for mugs twice daily.</p> <p>Staff room – circulating one way system – 3 members of staff at any one time.</p> <p>Whilst ASC room is not used by PS staff may use as a lunch base – 3 members of staff,</p> <p>2 members of staff in PPA room.</p> <p>1 member of staff in PSW office.</p> <p>3 members of staff in HT office.</p> <p>1 member of staff in DH office.</p> <p>1 member of staff in photocopier room.</p> <p>2 members of staff in prayer room – allocated as additional PPA space.</p>

	<p>1 member of staff in stock room. 1 member of staff in finance/admin office. 2 members of staff in front admin office. 1 family allowed in foyer at one time. 3 members of staff in main kitchen. 2 members of staff in entrance area by office. Classrooms - allocated bubble staff only. 1 person at photocopier in KS1 and KS2 corridors – staff will wipe down with antibac-wipes after use. SLT/ admin must stand at entrance of door 2m away from any person within a bubble room. 1 child in toilet area at a time. They flush toilet, wash hands, dry under drier then leave. Reference 30 & 31 School Opening Action Plan</p>
2.8 Ventilation to reduce spread	<p>Open all windows and prop doors open where safe to do so. Air conditioning units not in use as they circulate the air within the room. School is secured by internal fencing and external vehicle and pedestrian gates. External classroom doors will not be propped open whilst staggered entry and exit times are in operation. Ventilation to chemical stores should remain operational</p>
2.9 Management of waste	<p>Bins for tissues are emptied at break times by Bubble TA or MSA and at the end of the day by the cleaning staff. Staff will adhere to the following guidance on disposal of waste (such as used fluid resistant masks) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of Reference Section 29, 31 & 32 in School Opening Action Plan</p>
2.10 Lessons or activities to take place outdoors in line with social distancing.	<p>Teachers share planning with SLT and clearly indicate where learning is planned for outdoors. Gazebos are provided on the field to enable social distancing in the shade – 3 areas in total all safely spaced. Learning activities that take place outside must also follow the social distancing and hygiene guidelines – staff will take tissues and a plastic bag out for disposal. Children should not share resources outside – where this cannot be avoided staff must wipe clean after each use with antibac spray or wipes. Reference Section 7, 36 & 37 in School Opening Action Plan</p>
Cleaning and reducing contamination	
3.1 Contaminated surfaces spreading virus.	<p>All persons on site must wear a clean set of clothes each day to avoid contamination. All unnecessary items have been removed from classrooms and other learning environments and either covered or stored. Surfaces are kept clear and uncluttered to facilitate regular cleaning. Items such as play dough, sand and soft furnishings and toys from early years and KS1 have been removed to reduce contact surfaces. Bubble staff regularly wipe surfaces with antibac spray or wipes at least every 2 hours throughout the day, before and after eating. Stair bannisters are wiped by a member of staff after the children have passed through, with antibac spray or wipe.</p>

	<p>Admin staff regularly wipe entrance foyer and corridor surfaces and light switches throughout day. Staff must vacate their rooms at the end of the school day when enhanced cleaning is taking place by the cleaning team.</p> <p>Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Reference Section 29, 31, 32 & 48 in School Opening Action Plan</p>
<p>3.2 Using play equipment – multiple-use</p>	<p>Children wash their hands after playtime Children are not allowed to play contact games or ball catching games.</p> <p>Restricted numbers may play on the climbing frames:</p> <p>KS2 Pick up Sticks – 3</p> <p>KS2 balance activity bars – 1 child at a time</p> <p>KS1 Activity frame – 1 child on each section at a time</p> <p>Play equipment is appropriately cleaned between bubbles of children and only one bubble at a time</p> <p>Reference Section 29, 31, & 32 in School Opening Action Plan</p>
<p>3.3 Shared resources and equipment increasing spread</p>	<p>Prevent the sharing of stationery and other equipment where possible – children have a tray on their tables with equipment that they can use, e.g. pens, pencil, glue, scissors, colour pens, reading books, etc.</p> <p>Any items that must be shared are cleaned with anti bac spray or a wipe after each use.</p> <p>Procedures in place for managing access to items of 'heavy use':</p> <p>Photocopier – admin only use the machine by library.</p> <p>Photocopier (KS1) – one person at a time. Wipe after use with an antibac wipe.</p> <p>Photocopier (KS2) – one person at a time. Wipe after use with an antibac wipe.</p> <p>Laminator – in staff room – one person to use at a time. Allow to cool then wipe with an antibac wipe.</p> <p>Paper cutters- in staff room – one person at a time. Wipe after use with an antibac wipe.</p> <p>Enhanced cleaning regimes are in place for any equipment that is shared – this included laptops and netbooks, beebots, cd players, etc.</p> <p>All Keyboards are wiped down after each use with an antibac wipe (Including adult devices in offices, classrooms and offices).</p> <p>No blown musical instruments will be use – all stored.</p> <p>Hand held musical instruments may be used if wipes doen with antibac wipe afterwards.</p> <p>Reference Section 29, 30, 31, & 32 in School Opening Action Plan</p>
<p>3.4 Cleaning staff and hygiene contractor's capacity - providing additional requirements</p>	<p>Enhanced cleaning regimes are discussed with cleaning and site staff, this includes the additional cleaning requirements (door handles, light switches, backs of chairs and all surfaces, frequently touched glass or window handles, etc). Additional hours to allow for this are under review – dependent on all cleaners being healthy and well. Cleaning products being used are suitable and adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</p> <p>Reference Section 31, 32 & 46 in School Opening Action Plan</p>

3.5 Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby there is supervised access to hand sanitiser - classrooms (Year 6S and Y6O) and other learning environments (outdoor). Regular access to facilities is planned throughout the day (at least every 2 hours and before eating). (Additional outdoor sinks on order).</p> <p>Sinks are also available in all staff toilets, PPA room, ASC, medical room, KS2 kitchen, pupils and main kitchens and staff room. Hand sanitizer is available in offices and at the main office reception.</p> <p>Reference Section 29 & 32 in School Opening Action Plan</p>
3.6 Additional time for staff and pupils to carry out handwashing	<p>Frequent hand cleaning is built in as part of the normal routine – allow an additional 20 minutes for a bubble of 10-15 pupils. Regular access to handwashing facilities are staggered through the day.</p> <p>Pupils and adults wash their hands on arrival at school (hand sanitizer at staff signing in pint).</p> <p>Hands are washed at least every 2 hours for a period of 20 seconds.</p> <p>Hands are washed before eating snacks or lunch.</p> <p>Hands are washed after playing outside or any PE activities.</p> <p>Hands are washed after coughing or sneezing – if symptomatic of COVID-19 pupils or staff are isolated in the medical room and sent home.</p> <p>Reference Section 29 & 32 in School Opening Action Plan</p>
3.7 Handwashing practice with children	<p>All staff read guidance on hand cleaning and introduce handwashing songs for younger children. Help will be available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>Any children with skin allergies will have their own personally labelled soap / emollient cream.</p> <p>Posters around school remind staff and pupils about handwashing expectations.</p> <p>Reference Section 29 & 32 in School Opening Action Plan</p>
3.8 Sufficient supplies of soap and cleaning products	<p>Senior Finance Administrator (SFA) liaises with suppliers and contractors to ensure sufficient supplies and timely deliveries. Regular detergents and bleach are used by cleaning team. COSHH assessments (RA05) are reviewed for all cleaning products and any additional controls required where there has been any change in products are implemented by the cleaner in charge and checked by the SFA. Cleaning stock for classrooms is distributed by site team under supervision of SFA.</p> <p>Reference Section 31, 32 in School Opening Action Plan</p>
3.9 Toilets being overcrowded	<p>The number of children or young people who use the toilet facilities are limited at one time – one child in toilet area at one time. There are 2m waiting zones outside in the corridor.</p> <p>Where possible different toilets should be used by each different group:</p> <p>KW: ASC toilets and KS2 upstairs toilets</p> <p>Y6: KS2 downstairs toilets</p> <p>Y1: KS1 toilets.</p> <p>Male staff use Y6 staff toilets or disabled toilet by hall.</p> <p>SD use Disabled toilet by HT office</p> <p>Ladies use toilets at staff / Y6 staff toilets</p> <p>Persons are not allowed to linger in the toilets – flush, wash hands, dry under air drier and leave.</p>

	<i>Reference Section 20 in School Opening Action Plan</i>
Staff related issues	
4.1 Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA/Trust ESM and DoE sign off RA. <i>Reference Section 17 in School Opening Action Plan</i>
4.2 Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DfE priority list) based on staff availability.</p> <p>Thorough analysis of staffing available for work taken place and this is constantly reviewed. Teachers are responsible for the teaching and learning of pupils within their class/ year group. Where there are only 2 teachers per year group of up to 56 pupils experienced and skilled support staff are deployed to facilitate learning under the direction of the year group teachers. The teachers are responsible for the planning and assessment and direct and support the teaching assistants allocated to their year group teams. Each bubble is also allocated a member of staff to provide breaks and support – this may be an MSA or other support staff. Follow government guidance on creating and staffing your temporary teaching groups: Numbers of pupils returning to school from 1st June is limited to ensure each bubble does not exceed the maximum number of pupils who can socially distance within the room (2m Y1-Y6 and 1.3m EYFS) and has 2 members of staff as indicated above. For this reason Pre-school (max 7 pupils 2.3m in room), Year 1, Year 6 and key worker children. There are not enough available staff or rooms to bring Year R back with 2.3m distance between children. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups <i>Reference Section 1, 2 & 3 in School Opening Action Plan</i></p>
4.3 Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<p>Plans for re-opening school are shared with all staff at staff briefings on 18.5.20, 22.5.20 and 29.5.20 – all briefings are recorded and followed up in writing. Opening action plans and risk assessments are available for staff - staff are able to ask questions within a safe context and senior leaders outline control measures, for example, safety measures, timetable changes and staggered arrival and departure times. Anxious staff are able to discuss their worries and advised to seek GP or occupational health advice where appropriate. <i>Reference Section 1, 2, 12, 13, 14, 15, & 16 in School Opening Action Plan</i></p>
4.4 Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<p>Senior staff discuss the plans (for example, safety measures, timetable changes and staggered arrival and departure times) with staff – briefings followed up in writing and regular reminders. SLT monitor implementation of plans and offer training where it would be helpful. <i>Reference Section 18, 19, 21, 22, 27 & 29 in School Opening Action Plan</i></p>

<p>4.5 Accessing testing arrangements are clear for all staff</p>	<p>Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test Staff are reminded of the availability of testing and will be requested to apply for a test should they be symptomatic of COVID-19. Reference Section 33 in School Opening Action Plan</p>
<p>4.6 Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (science glasses) should also be worn PS from central CAST team ensure school has supplies ready for opening on 1st June. Thereafter the SFA ensures that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Reference Section 33 & 34 in School Opening Action Plan</p>
<p>4.7 Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'COVID -19 vulnerable groups risk assessment' found in the Plymouth CAST Corona Virus Policy and Procedure v3. Clinically vulnerable staff are advised to seek guidance from their GP regarding returning to work. Where staff declare that they are available for work then consideration is given to their working schedule and suitable environment to minimize any risks, e.g. working space away from other adults with restricted access, classroom with access onto the field within well ventilated rooms. Staff are encouraged to voice their concerns verbally and in writing. Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements. Reference Section 1 & 2 in School Opening Action Plan</p>
<p>4.8 Staff use of PPE</p>	<p>Pupils (Year 6 pupil and PS pupils) whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. PPE in this circumstance includes gloves, apron and mask. The Year 6 pupil is clinically extremely vulnerable and a SEND risk assessment shared with medical professionals and the parents will assess the appropriateness of the pupil returning to school. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Reference Section 29 & 34 in School Opening Action Plan</p>

4.9 Use of PPE Lack of understanding	<p>Leaders share guidance on use and safe disposal of PPE used in school.</p> <p>Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings. This guidance should be followed by staff who arrive at school premises wearing PPE.</p> <p>Reference Section 29 & 34 in School Opening Action Plan</p>
4.10 Dealing with suspected and confirmed cases / cases	<p>Leaders follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open</p> <p>Staff are regularly reminded of the symptoms of COVID-19; staff are alert and inform SLT/ first aider at work immediately they suspect a colleague or pupil displays these symptoms. Any person who presents as symptomatic of COVID-19 will remain in the medical room until they can be collected. PHE and CAST are informed and government guidance regarding cleaning of confirmed cases are followed. Staff are referred for immediate testing.</p> <p>Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p> <p>Reference Section 33 in School Opening Action Plan</p>
Pupil related issues	
5.1 Vulnerable groups who are clinically, extremely vulnerable.	<p>Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff are not allowed to restrain a child – a parent is called if a child disregards the behaviour code.</p> <p>Parents are referred to this guidance and consult with the SENCo and medical professionals. Where a parent requests that their child returns to school a SEND RA is carried out to ascertain whether it is safe for the child.</p> <p>CP refresher training for staff – online safety and annual SG level 2 / KCSIE 19.</p> <p>Reference Section 5, 20 & 29 in School Opening Action Plan</p>
5.2 Children with EHCP	<p>Complete risk assessment before attendance (YR, Y1 and Y6 pupil).</p> <p>Reference Section 6, 8, 29, 39 & 41 in School Opening Action Plan</p>
5.3 Pupils unable to follow guidance	<p>Ensure that the same teacher(s) and other staff are assigned to each group – consideration is given to vulnerable pupils being in bubbles with staff that they already have established a secure relationship with. Some children will need additional support to follow the social distancing and hygiene measures. Where additional staff are not available a RA is carried out and a schedule agreed with the parent.</p> <p>Reference Section 26 & 29 in School Opening Action Plan</p>

5.4 Specific issues for EY stage children understanding social distancing	Further EYFS government guidance issued 24.5.20 - await Trust directive based upon this guidance. Reference Section 6, 7, 20 & 29 in School Opening Action Plan
5.5 Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If the medical room is already in use they will be moved to the ASC room – this room is well ventilated and has a separate entrance point. Any person supervising the child must stay at least 2m away from the unwell child. Suitable PPE (including fluid resistant face mask) is available for use by staff supervising the child in both rooms. Reference Section 33 & 34 in School Opening Action Plan
Transport	
6.1 Travel to school and provision of safe school transport:	School transport arrangements are reviewed and parents advised to park some distance away from the school to avoid congestion in Durdells Avenue. Parents and children are encouraged to walk or cycle to school where possible. Admin team liaise with School Transport Team to arrange for drop off and collection of vulnerable pupils (Y3 and Y5) by taxi and escort services.
6.2 School Transport arrangements support changes to school times	Admin team liaise with the School Transport Team to confirm start/end of day timings for escorted pupils. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
Provision of food	
7.1 Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	Staff follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Senior MSA and kitchen staff are briefed daily to ensure kitchen is maintained as a clean environment – the kitchen is only accessed for collection of packed lunches. No food preparation is planned until further notice. No BASC provision until further notice. Leaders ensure Health & Safety policies are followed
7.2 Food that is able to be prepared on premises is compliant with COVID - 19 health and hygiene guidance	As above
7.3 Catering staff are operating in a safe environment	Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery All bubble staff ensure children wash hands and that their tables are wiped clean with an antibac spray of wipe prior to and after eating. Packed lunches are stored in classrooms – parents are advised to use child-friendly ice blocks to keep lunches cool. FSM are stored in main school kitchen fridges.

Communications with parents and others	
8.1 Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Parents, carers or any visitors, such as suppliers are informed that they are not to enter the school building or site if they are displaying any symptoms of coronavirus. Only visitors, suppliers, and contractors with pre-arranged appointments will be allowed on site. If immediate access is required the person concerned must phone the school office and gain authorisation from the headteacher.</p> <p>Staff are able to communicate with SLT quickly in an emergency: Walkie Talkie in PS and KS1, KS2 phone line available for staff to use.</p> <p>Reference Section 20 & 46 in School Opening Action Plan</p>
8.2 Suppliers understanding and complying with new arrangements	<p>SFA confirms new arrangements with suppliers - all deliveries are arranged for quiet times or outside school hours.</p> <p>Reference Section 46 in School Opening Action Plan</p>
8.3 Communications to parents and staff	<p>Regular communications are planned to ensure both staff and parents are informed of updated government guidance, amended routines and all control measures. Parents and staff are also regularly reminded of the symptoms of COVID-19.</p> <p>Communications are in the form of a weekly newsletter to parents and daily briefing or memo to staff. Staff Zoom meetings and weekly staff newsletter also ensure connectivity Additional communication is provided to parents as required to ensure the school's approach to being COVID-19 secure is transparent and reassuring.</p> <p>Reference Section 18, 19 & 20 in School Opening Action Plan</p>
8.4 Parent aggression due to anxiety and stress.	<p>Parents are informed of their allocated drop off and collection times, which entrance to use and the process for doing so. Protocols for minimizing adult to adult contact are explained – parents may only give a brief comment to the staff member at drop off. Any longer conversations must take place by phone. Regular communication with parents will reassure them how to contact and communicate with the staff to reduce anxiety</p> <p>Reference Section 20 in School Opening Action Plan</p>

Signed: Headteacher: *Clare Tickel*

Date: 25.5.20

Signed: ESM.....

Date.....

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the ESM and Premises and Procurement Manager