

# COVID19: Re-opening Risk Assessment and Action Plan

## Athersley North Primary School

**DATE: August 2020**

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Behaviour Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### **Steps of Re-opening Preparation:**



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Hazard	Risk	Control Measures	Risk to Implementation	Action Required / Decision Made
Preparing Buildings and Facilities	Personal injury Fire Legionella Infection of coronavirus & risk of transmission	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Grass cutting</li> </ul> Any other statutory inspections Fire Risk Assessment has been renewed and the Fire logbook is up to date. Increased cleaning regime is in place.		Carry out a formal / recorded full pre-opening premises inspection. Legionella checks are to be up to date. Flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied. Electrical, gas and ventilation systems checks are up to date.
	Infection of coronavirus & risk of transmission	Office Based Staff: Each member of office-based staff to remain within their own 'bubble' and not mix as much as ever possible. No sharing of offices, keyboards or telephones at any point during the day. Social distancing must be maintained at all times to limit consequence of self-isolation on the service in the event of a positive case.	Office does not allow for adequate space between staff members. Some offices do not have windows for ventilation.	Learning Facilitator and Premises Manager when working together in General Office to remain 1m+ distance apart. Business Management Team to work in dual office and to remain 1m+ distance apart. SBM work alone in separate office. Continuous of service will be maintained.
	Infection of coronavirus & risk of transmission	PPA offices will not be in use until further notice.		

	Infection of coronavirus & risk of transmission	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p> <p>2-meter markers are present on floors.</p> <p>One-way system for movement around school grounds when dropping off or picking up children is in place.</p> <p>Signage in place.</p> <p>Parent provided with detailed information on social distancing and not gathering at the entrance to school.</p> <p>Staggered start and end times introduced during partial opening will continue. Pupils will arrive and leave school at 20-minute intervals in order to assist with social distancing of parents and pupils.</p> <p>Number of individuals arriving on school grounds at any given time will be reduced by approx. 60%.</p>	<p>Bottlenecks likely at entrance to school.</p> <p>Social distancing unlikely to be maintained.</p>	
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<b>Emergency Evacuations</b>	Personal injury Fire	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact.</p> <p>More appropriate alternatives are possible.</p>	<p>The school has revised evacuation procedures, and these will be shared with all staff and children.</p> <p>Fire drill during the first few weeks of re-opening.</p>
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Cleaning and waste disposal	Infection of coronavirus & risk of transmission	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> .	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.
	Infection of coronavirus & risk of transmission	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance, in offices and in every classroom. Lidded, non-contact, bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	
	Infection of coronavirus & risk of transmission	Waste disposal process in place for potentially contaminated waste.		Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.

Classrooms	Infection of coronavirus & risk of transmission	<p>Staff should avoid close face to face contact and minimise time spent within 1 metre of <b>anyone</b>.</p> <p>Adults should maintain 2 metre distance from each other, and from children where possible.</p> <p>Children should also be supported to maintain distance and not touch staff and their peers where possible. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site.</p> <p>Classroom and other areas to be used by groups have been measured to assess capacity for staff and pupils.</p>		
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		<p>Due to difficulties around social distancing for younger pupils the classes in Key Stage 1 have been temporarily split from 3 groups to 4. This will reduce class sizes from 30 to 20 and will assist social distancing.</p> <p>The school Hall will be utilised as an additional learning environment.</p>		
		<p>Classrooms have been re/arranged to allow as much space between individuals as practical</p> <p>Circular classroom tables have been replaced with individual pupil square desks to enable all pupils to face forwards in line with Government guidance.</p> <p>Excess furniture has been removed to make more space for movement around the classroom maintaining social distancing whenever possible.</p>		
		<p>Classroom windows will be kept open as much as possible for air flow.</p>		<p>Teachers to open windows upon entry and close them when they leave to ensure maximum ventilation but prevent intruders.</p>
		<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>		<p>Movement of pupils around the room is reduced to a minimum.</p>
		<p>There will be a limited number of shared resources that are taken home by staff and pupils and the exchange of such resources will be limited in line with Government guidance.</p> <p>Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books.</p>		
		<p>Strict handwashing regime has been implemented.</p> <p>Sufficient handwashing stations are available so that all pupils and staff can clean their hands regularly.</p> <p>Supervision of hand sanitiser use is appropriate given risks around ingestion.</p> <p>Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes may be used as an alternative.</p>		

		<p>Staff to ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. Individual risk assessments will be prepared for these pupils.</p>		
		<p>Appropriate resources are available within all classrooms</p> <p>e.g. Age specific resources.</p> <p>NB: sharing of equipment or stationery should be prevented where possible.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Resources which are not easily washable or wipeable have been removed. i.e. no soft furnishings in classrooms.</p> <p>For younger children, the resources made available for child-initiated learning will be carefully considered.</p> <p>E.g. malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.</p> <p>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these.</p>		<p>Individual room risk assessments will be conducted by SLT to ensure compliance and regular checks made to ensure sharing and cleaning of resources is being implemented according to control measures stipulated on the risk assessment.</p>

<b>Staffing</b>	Transmission of coronavirus	Approach to staff absence reporting and recording in place. All staff aware.		
	Transmission of coronavirus	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>		<p>Two members of staff will remain 'non-contact' with pupil bubbles unless required to provide classroom cover in the event of staff absence.</p> <p>Sufficient amount of time will be left between cover days to reduce risk of transmission between bubbles.</p>

	Infection of coronavirus & risk of transmission	Approaches for meetings and staff training in place.		Microsoft Teams will be used for all staff meetings
	Mental Health of Staff	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p>Staff are aware of available support and advice for schools and pupils.</p> <p>School Mental Health Lead has been trained and all staff to be made aware of how to contact them should support be required.</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>
	Transmission of coronavirus	<p>In order to facilitate the teacher's legal requirement to PPA the school will close to pupils each week on Wednesday PM.</p> <p>This will prevent staff from outside the protective bubble having to provide teaching cover.</p> <p>The school has a limited number of cover staff (HLTA's) and therefore this would require staff to work across bubbles of classes posing an increased risk to the individuals concerned and increasing the risk of transmission, impeding infection control.</p> <p>All teaching staff will have PPA at the same time.</p> <p>Staff will have the choice to take their PPA at home or remain in school and work within the classroom.</p> <p>PPA offices will not be used.</p>		Allocation of PPA time will be reviewed at October half term with a view to reverting to usual school hours. (Subject to current legislation on social distancing and class segregation).
	Transmission of coronavirus	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		

	Transmission of coronavirus	Return to school procedures are clear for all staff.		
	Infection of coronavirus & risk of transmission	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		Check with the contractor any requirements their employer has specified before visit. Share school protocols.

External Contracted Staff	Infection of coronavirus & risk of transmission	<p>Discussion held with contract cleaning and catering staff working on school premises.</p> <p>Catering staff have worked during lockdown and are aware of the safety measures in place.</p> <p>Cleaning staff are confident that all Health &amp; Safety requirements of their role have been considered. Employer of cleaning staff has introduced additional control measures to ensure safety of their own employees.</p> <p>All contract staff are aware of who to contact should they have concerns regarding workplace safety.</p>		
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<b>Group Sizes</b>	Infection of coronavirus & risk of transmission	Class groups have been determined on the basis of consistent groups of pupils, that can remain separate from other people and groups.		
		Staffing allocations to class groups determined, including consistency and any solutions to insufficient staffing numbers.		
		Staggered school drop off/pick up times and locations.		

		<p>All classes in Year 1 to Year 6 have been separated into three groups of three classes to minimise the number of individuals arriving on school premises at any given time. Each group will consist of one class from each Key Stage e.g. one class from KS1, one from LKS2 and one from UKS2.</p> <p>Each group of three classes will arrive and leave school at 20 minute intervals to aid social distancing of parents and pupils.</p> <p>Number of individuals arriving on school grounds at any given time will be reduced by approx 60%.</p> <p>Early Years Foundation Stage have been split into 3 groups.</p> <p>Each group will arrive and leave school at 20 minute intervals to aid social distancing of parents and pupils.</p> <p>Parents will wish to speak to their child class teacher will be called after school. Discussions will not be held face to face.</p> <p>Pupil to sit at their designated desk then called one at a time to go outside to collecting adult or if old enough asked to leave the classroom one at a time.</p>		
		<p>Groups to remain in own room and not mix with other groups.</p> <p>All other adults will be advised to limit the amount of moving around the school/ corridors to prevent cross contamination and the consequences of a positive case within the school.</p>		
		<p>No movement of adults between rooms.</p>		<p>Visitors to the room are aware they must knock, wait and stand back but not enter the room.</p>
		<p>Telephone handsets purchased so that each room has a means of contact to other adults in the building.</p>		
		<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>		
		<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>		<p>Risks assessments and individualised approach in place for pupils who might struggle to follow expectations</p>

	<p>Social distancing will attempt to be maintained in all areas of the school.</p> <p>Signage will be displayed in small rooms to indicate that only one member of staff can be present in the room at any one time.</p>		
	<p>Parents will only come in the school building when strictly necessary and by appointment. Ideally only one (unless for example, an interpreter or other support is required).</p> <p>Any such meetings should take place at a safe distance and so the use of small offices will not be allowed.</p>		School will reintroduce the intercom system at the main school reception.
	<p>Where visitors have been allowed to enter the school and have used the signing in system, the screen will be disinfected after each use.</p>		If at all possible, visitors to school will be asked to wear a face covering to limit the risk of transmission from face to face contact with staff or pupils.
	<p>Perspex screens will be used between individuals if face to face meetings are unavoidable.</p>		
	<p>Staffroom will be accessible but social distancing will always be maintained.</p> <p>Seating areas will not be used, Staff will make use of other isolated areas of school to limit face to face interactions.</p>		
	<p>Social distancing plans communicated with parents, including approach to breaches.</p> <p>It is customary for parents to gather in the playground or to enter the buildings to drop off or collect children. This will no longer be allowed, and neither will any gathering at the school gates to talk to other parents.</p>		School will advise parents that this is to reduce the number of people on the school site in the interest of infection control.
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>		

<b>Catering</b>	Infection of coronavirus & risk of transmission	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.		Re-open kitchen to provide cold meals for children.
		Kitchen staff to use external doors only and will deliver food to the class via the outside doors. Kitchen staff will not need to use indoor corridors or internal doors.		
		Arrangements in place for when and where each class group will take lunch are in place so that children do not mix with children from other groups.		Pupils will eat lunch at their desk. Lunchboxes will be placed at their feet upon arrival in the classroom. One of the adults in the room will collect all lunchboxes and place them on the lunch trolley.

<b>Breaktimes/ Use of outdoor areas</b>	Infection of coronavirus & risk of transmission	<p>Arrangements in place for staggered breaktimes and lunchtimes for each of the three teaching groups.</p> <p>The 3 classes in each group will each have playtime/lunch breaks at 15 minute intervals to maintain segregation of class bubbles.</p> <p>Each class within each bubble will have a designated area of the school grounds and will not mix with other groups.</p>		Temporary fencing to be used to segregate areas of the school grounds to prevent mixing of groups and to maintain segregation of class bubbles.
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<b>Physical Activity at School</b>	Spread of Infection through contact	<p>Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (<i>this is particularly important in a sports setting because of the way in which people breathe during exercise</i>).</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles. They should be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>		
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<p><b>PPE</b></p>	<p>Infection of coronavirus &amp; risk of transmission</p>	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>Staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</li> </ul>		<p>Individual pupil risk assessments will be completed.</p>
<p><b>First Aid</b></p>	<p>Infection of coronavirus &amp; risk of transmission</p>	<p>Fully stocked first aid boxes will be present in all classrooms.</p> <p>Each class will have a member of staff trained in Emergency First Aid.</p> <p>EYFS will have staff trained in Paediatric First Aid.</p> <p>Staff will administer first aid within the classroom without need to leave their protective bubble.</p> <p>Classroom telephone will be used in the event of a medical emergency.</p>		
<p>Individual becomes unwell at school with coronavirus symptoms, or have someone in their household</p>	<p>Infection of coronavirus &amp; risk of transmission</p>	<ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, do not attend school</li> <li>• School to response to any infection by: <ul style="list-style-type: none"> <li>▪ Engage with the NHS test and trace process and contact their local <a href="#">Public Health England health protection team</a></li> <li>▪ Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School will contact the local health protection team.</li> <li>▪ Contain any outbreak. Where there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, the school will work with the local health protection team.</li> </ul> </li> </ul>		

		<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <ul style="list-style-type: none"> <li>• Where a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If the child needs to go to the toilet while waiting to be collected, they should use a separate one if possible. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young or a child with complex needs).</li> <li>• Arrangements for informing parent /community in place If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>		
	Infection of coronavirus & risk of transmission	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupils away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		
		Approach and expectations around school uniform determined and communicated with parents.		

	Infection of coronavirus & risk of transmission	Changes to the school day/timetables shared with parents.		
		All pupils instructed to bring a water bottle each day.		
		Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place		

<b>Safeguarding</b>		Individual pupils risk assessments are in place and welfare checks being undertaken.		
		Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		
		Updated Child Protection Policy in place.		Adopted Temporary COVID19 Child Protection Policy
		Work with other agencies has been undertaken to support vulnerable pupils and families.		
		Consideration given to the safe use of physical contact in context of managing behaviour.		

<b>Curriculum / Learning environment</b>	Infection of coronavirus & risk of transmission	Current learning plans, revised expectations and required adjustments have been considered.		
		Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place.		
		Each activity should be risk assessed and should not be run unless the risks can be mitigated.		
		Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> </ul>		

		Staff are trained and supported in front of classroom delivery style and aware of how best to provide pupils with additional support.		
		Behaviour policy reviewed and amended where necessary in line with the current circumstances.		

<b>Pupils with SEND</b>		<ul style="list-style-type: none"> <li>• Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve.</li> <li>• Teachers and special educational needs coordinators are to plan to meet these needs.</li> <li>• Risk Assessment have been prepared for vulnerable pupils and for individual pupils with specific needs</li> </ul>		
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<b>Attendance</b>		Approach to supporting attendance determined.		
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<b>Communication</b>		Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		
		Communications with parents: <ul style="list-style-type: none"> <li>• Plan for re-opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>		
		Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> </ul>		
		On-going regular communication plans determined to ensure parents are kept well-informed		Letters, website updates, social media

<b>Governors/ Governance</b>		Re-opening plans shared with governors.		
		Meetings and decisions that need to be taken prioritised.		
		Governors are clear on their role in the planning and re-opening of the school. Approach to communication between Leaders and governors is clear and understood.		
		Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		

<b>Shielded and clinically vulnerable children/ staff</b>	Infection of coronavirus & risk of transmission	<p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).</p>		
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<b>Remote Learning in the event of full or partial school closure</b>		See separate policy.		
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