



## **Risk Assessment School re-opening Summer 2020 (following Covid-19)**

### **Audience**

Academy Staff, Parents, Local Academy Council, Staffordshire University Academy Trust, other Stakeholders

### **Relevant Documents**

[Our plan to rebuild: The UK Government's COVID-19 recovery strategy](#)

[FAQs What you can and can't do](#)

[Actions for schools to prepare for wider opening](#)

[Implementing protective measures in education and childcare settings](#)

[What parents and carers need to know about schools during the corona outbreak](#)

[Preparing for wider opening of schools: a planning guide for primary schools](#)



## Background

Schools in England were closed from 23.03.20 due to the continued spread of Covid-19. The school remained open for the children of Key Workers and children classed by the school as Vulnerable. During the follow weeks between 1 and 8 children have attended the school daily with around a dozen staff working each day.

Staff working in school worked on a rota where possible to avoid cross infection. The school continued to provide free school meals and developed a system for home learning to help parents keep their children on track.

During this time there were no recorded cases of Covid-19 in children. No parents were reported as infected.

On May 10<sup>th</sup> the Government announced that schools should prepare to reopen on June 1<sup>st</sup> for Nursery, Reception, Year 1 and Year 6. School are to also remain open to key workers' children and vulnerable children.

This document covers what measures the Academy is putting in place to prepare for re-opening. It also outlines the factors that need to be in place for this to take place on June 1<sup>st</sup>. The government guidance says this is part of Phase 2. Phase 2 cannot start before June 1<sup>st</sup> – the country will be given at least 48 hours' notice.

Although this document is written to ensure the safety of all adults and children on the re-opening of school, it is subject to changes depending on the number of staff and pupils who will be attending.

It has been written in order to be prepared for opening on 1st June, but is mindful that this may be delayed further depending on the national situation. This document assumes all children in Nursery, Reception, Year 1 and Year 6 will return, although this will certainly not be the case.

Two key messages have been taken from the DFE Planning Guide for Primary Schools paragraph 11:



- The priorities for young children at this time are resocialisation into new style school routines; speaking and listening, and regaining momentum in particular with early reading.
- Year 6 teaching during this time should focus on readiness for secondary school, including academic readiness, which could involve additional teaching in any subject, but in particular mathematics and English to make up for any losses to learning incurred while at home.



Area of concern: <b>People</b> . All measures to be in place before re-opening			
Risk	Current Measures	Proposed additional measures and timescale	Comments
All people in school – risk of spreading infection	<p>Respond to a possible case of Covid-19 in school.</p> <p>Anyone displaying symptoms (high temperature or persistent cough) will be sent home.</p>	<p>Reusable, non-contact thermometers to be purchased <b>(office staff)</b></p> <p>PPE – face coverings and gloves to be available to all staff who need to interact with a suspected Covid-19 infection.</p> <p>Suspected infected person to be kept in the first aid room until collected. First aid room to be locked for deep clean immediately after. <b>(First aider)</b></p> <p>Test to be arranged for infected person, family and other members of staff as deemed necessary. Staff in contact with the person to remain at home until test results are returned. <b>(Headteacher)</b></p> <p>First aid room needs clearing of all soft materials (lost property etc) and left with the bare essentials. <b>(Office Manager)</b></p> <p>Parents will be informed if there are any reported cases in school. This figure is currently zero.</p>	Local authority and SUAT to be informed immediately of a confirmed case.



<p>Wash hands – children encouraged to wash hands during the day. Sanitized on entry to the building Catch it – bin it – kill it</p>	<p>Continue to teach in class <b>(teachers)</b> Recap not touching faces and putting things in your mouth. Identify any children who can't wash their own hands – create a list and ensure supervision <b>(staff)</b>. Use songs and games to teach hygiene <b>(staff)</b> Boxes of tissues in all classrooms <b>(office)</b></p>	<p>There is evidence that rigorous washing with soap is as effective as sanitizing. Possible resources <a href="#">KS1</a> <a href="#">KS2</a></p>
<p>Ensure social distancing to be observed where possible</p>	<p>Outside play – staggered play so children only come into contact with their own teaching group where possible and never anyone outside their year group. Timetable created to allocate different zones on different days <b>(Staff)</b> Dinner times are staggered (see pupil section and appendix 1) <b>(Staff)</b> Small classes – max 15, smaller where staffing allows Children occupy the same classrooms each day with the same teachers. Desks spaced out. Where possible make use of additional outdoor spaces</p>	<p>The risk of infection is lower outside. Government guidance acknowledges that younger children will not be able to achieve social distancing.</p>
<p>Be aware of the impact from a new surge in cases nationally</p>	<p>Prepare to close the school and revert to pre-June arrangements. <b>(Heateacher)</b> Follow guidance from SUAT and the DFE <b>(Staff)</b></p>	
<p>Protect clinically vulnerable as defined in national guidance</p>	<p>Children of parents classed as clinically vulnerable may attend school – <a href="#">definition link</a></p>	<p>Taken from Government advice</p>



	Protect extremely clinically vulnerable as defined in national guidance	Children of parents classes as extremely clinically vulnerable should only attend school if social distancing can be <a href="#">definition link</a>	Taken from Government advice. It is highly unlikely school will be able to achieve this.
Pupils risks of cross infection	Ensure playtimes are staggered Class 1 10.15 – 10.30 Key Workers 10.30 – 10.45 Y6 10.45 to 11.00	Each year group to have separate equipment for playtimes – stored in boxes and kept in their zone. PE lead to decide allocation to phases. Headteacher to arrange allocation to classes.  Children who attended before or after school club to be grouped separately from those who don't.	All PE equipment in the shed to be deep cleaned before allocation ( <b>cleaning team</b> )
	Lunch –staggered. No more than 8 children from a single year group to have lunch at the same time.  1 children maximum to a large table – all 2m apart.	Continue current arrangement but extend to each year group. See Appendix 2 Stagger children going to wash before lunch (1 boy, 1 girl) Mark out 2m distances for queueing for lunches ( <b>staff</b> ) Review current table arrangements – double the width to ensure distancing Wet playtimes – pupils remain in bubbles and are sent for snack on a rota. Senior leaders to man the corridors. Bins to be emptied straight after break ( <b>TA's</b> ).	These arrangements will be monitored and adjusted where needed.  <b>Senior leaders to oversee</b>
	Soft furnishings and toys to be removed from class rooms	Wherever possible, fabrics and soft toys to be stored in an unused area – including dressing up resources,	<b>Site team to arrange storage</b>



		pillows, play-dough, No Sand, water or mud etc. (teachers)	
	Cloak rooms are a pinch point and not to be used.	Children not to bring bags, work or equipment into school. Coats to remain with them in classrooms if worn <b>(teachers)</b> Lunch boxes to be wiped as children enter school	
	Resources not to be transferred to and from school. Reading books etc to remain in school.	Children to not share resources Teachers will consider whether books need to be marked. Peer marking and close group work is to be avoided. Classes to be allocated lap tops and ipads. This equipment will be kept in the classroom and cleaned daily. <b>(teachers and TAs)</b> PE lessons are to be non-contact and not involved equipment. Athletics based/outdoor circuit activities or similar. No changing into kit for PE <b>(Teachers)</b>	Teachers to arrange Office to ensure equipment is available All IT equipment to be cleaned before reopening <b>(Cleaning team)</b>
	Toilets – designate toilets for specific groups.	One toilet area assigned to each year group. Children to use the same toilet consistently. Adults use the same toilet consistently.	
	Mention all arrangements in assemblies	Assemblies to be conducted remotely or recorded and delivered in class.	
Pupils not in school	Home learning in place	Continue to provide weekly home learning packs that mirror learning taking place in school. <b>(Teachers)</b>	Staffing needs to be arranged to ensure this continues



		<p>Arrange designated times to collect work to avoid crowding.</p> <p>Pupils work from home not to be returned to school.</p> <p>Pupils not in school continue to touch base with staff weekly.</p>	<p>Families who have decided to return pupils to school will need to phone the office daily if they are not going to be attending.</p>
Staff	<p>Social distancing – working the same patterns each day.</p> <p>Lunch at separate tables</p>	<p>Vulnerable staff to continue working from home.</p> <p>Staff rota to allocate working from school or home.</p> <p>Staff at home to continue preparing work for home learning (<b>Head to monitor</b>)</p>	
	<p>Working in shift teams with specific groups</p>	<p>Staff to work with one-year group only.</p> <p>Staff PPA to be conducted remotely. Possibility being considered of closing early on a Friday to give planning time – needs to be consulted with parents and Local Academy council. Separate arrangement needed for part time staff.</p>	<p>Staff may work with Year 1 and reception over time if the conditions are safe for transition purposes – (Year 1 teachers meeting reception children)</p>
	<p>PPE – guidance states most staff won't need additional PPE in the course of their work.</p>	<p>PPE to be provided for any staff who request it.</p> <p>PPE central invoice to be updated weekly to ensure stocks eg sanitizer, wipes, gloves etc.</p> <p>Full PPE is available for staff providing intimate care (toileting, application of cream) including gloves and masks.</p>	<p>Face coverings are not recommended in the government guidance as the children are consistently in contact with the same people.</p>
Adults collecting	<p>Both school gates to be opened.</p> <p>Headteacher to remind parents</p>	<p>Class 4 start times: 8:30 am collection 3.00 pm Friday 12.15 pm</p>	<p>There may need to be individual arrangements for families with</p>



<p>and dropping off children</p>	<p>to maintain social distancing. Children to enter through the gates in single file. Adults to remain outside the yard. Children will receive hand sanitizer before going into school where they will then wash their hands.</p>	<p>Class 1 start times: 8:45 am collection 3.15 pm Friday 12.30pm Key workers start times: 9.00 am collection 3.30 pm</p> <p>Encourage adults to stick to their given drop off and collection times.</p> <p>Only one adult to collect each child</p> <p>Cones to mark 2m distance for adult guidance, social distancing notices on fences</p> <p>Upon collection children and parent/ guardian should leave the property as quickly as possible.</p>	<p>children in more than one group.</p> <p>Start times subject to change depending on pupil numbers</p>
----------------------------------	---	--	---



Area of concern: <b>Premises</b> - All measures to be in place before re-opening			
Risk	Current Measures	Proposed additional measures and timescale	Comments
Spread of infection	Deep clean completed in all classrooms	Continue with the clean to ensure that the remaining classrooms are done by June 1 <sup>st</sup> . Classrooms to be deep cleaned over half term.	The classrooms remaining are those that have continued to be used during the closure
	All visitors, including children, hand sanitize on entry.	Anti-bacterial wipes to be available in all classrooms Soap to be available in all classes teachers report missing soap to the office <b>(Staff)</b> Hand sanitizers available in all classrooms. <b>(office)</b>	Office have ensured we have stock
	Ventilate all areas as much as possible to prevent the build-up of infection	Staff to open windows or external doors before children arrive <b>(teachers)</b>	Site team to double check all windows are secure at the end of the day
	Limit footfall in corridors – and crossing of zones	Corridors to be marked to support social distancing Tape to mark 2m distances in corridors Arrows on the floor to mark one-way (clock-wise) movement round the hall No entry signs by zone <b>(office)</b>	Guidance says corridors are now risk if distancing is observed
	All commonly touched surfaces are disinfected regularly.	Classes that have been used are thoroughly cleaned at the end of each day.	Headteacher to discuss staffing arrangements for cleaners with the cleaning provider.



		<p>Doors propped open where possible to prevent touching.</p> <p>Staff touring school to take antiseptic wipes and wipe common areas as they pass them.</p> <p>Children’s toys to be wiped after use.</p> <p>All classrooms thoroughly cleaned each day – all surfaces disinfected including chairs (<b>cleaning staff</b>)</p> <p>No hot desking for staff</p> <p>Staff shared equipment, such as, but not limited, to photocopiers, kettles and fridges should be cleaned before and after use following the cleaning guidelines.</p> <p>Where photocopying is essential for distribution the copies should be handled with gloves, equally when loading the copier gloves should be used or hands to be washed.</p>	
Infection from waste	Waste is disposed of regularly	<p>Food waste bins, such as EY snack, to be emptied as soon as possible.</p> <p>Ensure bins are emptied daily (<b>staff and cleaner</b>)</p> <p>Report bins not emptied (<b>all staff</b>)</p>	Children to be taught in class and reminded.
Access to different areas	The library and will be closed to students	Children identified with individual support plans may access the library if it is part of their plan	
	Zones for children to be maintained	Explain the zones to the children. Children to be reminded constantly to remain in their zones.	Time and assistance needed for Year 1 staff to prepare teaching areas.



		Map of zones to be shared with all staff <b>(Headteacher)</b> See appendix 2	
Fire	Fire arrangements currently in place to continue. Testing and maintenance to continue	No fire alarm drills – if there is a genuine fire, normal procedures will be carried out. The risk of cross contamination outweighs the risk presented by not having a fire drill.	Headteacher to speak to SUAT H&S team.



Area of concern: <b>Wellbeing</b> All measures to be in place before re-opening			
Risk	Current Measures	Proposed additional measures and timescale	Comments
Pupils	PSHE curriculum taught.	Teach children about mental wellbeing specific to the current crisis. Allow conversations. Share what is being done with parents so it can be replicated at home.	There are many resources available staff are experienced in teaching this as part of PSHE.
	Proposed mentoring system started for vulnerable children. School remains in close contact with relevant agencies and social workers.	Complete work to assign volunteer staff to support the wellbeing of vulnerable children.	Consider what training can be provided for staff who request it (CC)
	Children's mental health considered in PSHE lessons and class time	Share resources from the CAMHS website with staff so they can be delivered to children	These will also be shared on Dojo for children still at home
	Support children or adults who are affected by bereavement – Covid related or otherwise.	Share the academy's bereavement documentation with teachers and families of child in question	
	Meet the needs of SEN children through careful planning	Ensure that the needs of SEN children both in school and those still at home are being met. <b>(Teachers and SENCO)</b>	<b>SENCO</b> consider the needs of children with significant needs <a href="#">Gov guidance</a>
	Continue to ensure that all children and families have made	Recommence with class registers and report absences in EY, Y1 and Y6. <b>(teachers)</b>	Children in EY, Y1 and Y6 not attending school will need to



	contact each week to ensure they are safe and well	Chase up absences that have not been recorded <b>(Office staff, Education Welfare Officer)</b>	check in weekly. Non attending children are not subject to fines currently.
	Existing Safeguarding arrangements to remain	At least one Designated Safeguarding lead to be in school at all times.	
Staff	Vulnerable staff -shielded	Testing arrangements made clear to all staff. Discussions to be held with staff whose mental health would be at risk if they were in school. Individual staff mental health risk assessments to be completed where needed <b>(Headteacher)</b>	<a href="#">Link to testing information</a>
	Designated working time at home	Reduce amount of time on Dojo duty. Clarify to parents the time frames that teachers will respond within and remove constant Dojo monitoring during the day. Full staff timetable to be completed to ensure as little cross working as possible <b>(Headteacher)</b>	Staff to review this section Do we have the capacity to continue to offer support to parents on Dojo to the extent we are doing currently?
	Ensure that workload is evenly balanced for all staff where possible	<b>Head</b> to determine placement of staff	Staffing levels will need to be at minimum safety levels for year groups to attend.



## Appendix 1 – Time Table

Year group	Location	Start time/Entrance	Break	Lunch	Break	End time/Entrance	Friday End time/Entrance
Class 1	Class 1	8.45 am KS 1 Gate	Play – Class 1 playground & quite area	12.00 Class 1	Play – Class 1 playground & quite area	3.15 pm KS 1 Gate	12.30pm KS 1 Gate
Class 4	Class 4	8.30 am KS2 Gate	KS2 playground	11.45 Hall	KS2 playground	3.00 pm KS2 Gate	12.15 pm KS2 Gate
Key workers	Class 2	9.00 am KS2 Gate	KS2 playground	12.15 Hall	KS2 playground	3.30 pm KS2 Gate	3.30 pm KS2 Gate



## Appendix 2 - Principles for staff (taken from DFE planning guide for schools)

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.