

Risk Assessment for Returning to School**Assessment written by:** JNM**Date:** 13.05.20

Updates: 14/05; 15/05; 18/05; 19/05; 22/05 – all JNM. 28/05, 08/06 – TEK.

New version: 10/06 – extension to include return of Y3-5, Y10/12 – TEK.

Shared with: All staff

To be viewed in line with the following policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection
- Safe System of Work Guidance – Covid-19 Pandemic

Risk	High Medium Low	Prevention	Action(s)
Lack of information for parents, children, staff and Governors	Medium	Ensure Covid-19 plan for returning to school is followed and that SLT adequately communicate key messages to staff/parents/carers/Governors accordingly	<ul style="list-style-type: none">• Initial holding message to parents 12.5.20• Consultation with staff 14.5.20• Update and consultation with parents 19.5.20• Daily consultation with SLT• Plan discussed with ICC and H&S Committee 18.5.20• Plan discussed with Union Reps 20.5.20• Key documents circulated to staff and governors for comment and update 22.5.20• Emergency Governors Meeting 28.5.20• H&S Meeting 08.6.20 & continued consultation with staff.

Staff, pupils or parents showing symptoms	High	<ul style="list-style-type: none"> • Anyone showing symptoms must return home and self-isolate for 7 days • Students in households with a Covid-19 suspect must isolate for 14 days • Students and staff within the class of a positively tested person, must self-isolate for 14 days (but can return to work if they subsequently have a test and it returns negative) • Anyone asked to self-isolate by the Track and Trace scheme must not come in to school for 14 days 	<ul style="list-style-type: none"> • Regular reminders of symptoms • Temperature checks on arrival for all those on site
Illness	High	<ul style="list-style-type: none"> • Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/visitors/children enter • Each designated working area has dedicated toilets with handwashing facilities • Staff to supervise junior school students washing their hands • Hand soap replenished regularly • PPE (face covering and gloves) to be offered to staff – not mandatory • Face covering optional for students - not mandatory • Clinical Level 2 Cov-19 PPE to be provided to nurses and reception staff for dealing with first aid or intimate care • Students allowed to bring a small bag in to school, to be stationed under/at their desk. Books, stationery, devices, lunches to be used at the desk only • Sharing of equipment or resources not allowed • Each teacher to be allocated a workstation or device • Keyboards and desks to be cleaned before and after use by the user • Doors and windows to be kept open where possible (without contravening fire regulations) • If a student has a minor cut or scratch, they will be encouraged to clean the wound themselves and apply a plaster (assuming they are not distressed) 	<ul style="list-style-type: none"> • Hand sanitiser stations set up in each designated working area corridor • Strict cleaning schedule agreed • Washable face coverings available for all who want them • It will be the responsibility of the individual to name and look after their own face coverings, as well as washing them prior to the start of each new day. • Nurses to keep a list of the children and staff that have been tested (along with their result) • Additional Reception screens being fabricated and to be installed on delivery

		<ul style="list-style-type: none"> • If a child is distressed or the injury is not minor, the nurse should be notified by telephone and the protocols below for “student or staff member becomes ill during the working day” should be followed. Emergency situations should involve immediate contact with the emergency services • Staff and students to be temperature checked on arrival. Anyone with a temp of 37.8C or greater will be isolated and asked to go home • Screens installed in receptions to provide additional barrier, until installed staff, students and visitors to keep a safe distance from reception desk 	
Student or staff member becomes ill during the working day		<ul style="list-style-type: none"> • Staff member must self-isolate immediately and inform the school nurse or member of SLT, so that follow up actions can be put in place for all people who have been close contact • For a student who becomes unwell, nurse to be notified by telephone and student evacuated to small meeting room in Senior School reception. Parents / carers to be notified with a request for immediate pick up. Social distancing measures critical during transfer, and student to remain in isolation whilst waiting for pick up. Condition to be monitored by nurse / reception staff observing strict social distancing measures. If close contact is needed, in emergency, this should only be done with Level 2 Covid-19 PPE in place. Follow up actions will be necessary for all people who have been close contact with the student • Immediate action will also need to be considered for all areas of the school where poorly student or staff member has been operating (including longer term cleaning needs) • Follow up contact to be maintained with staff member or family of students, to ensure continued care. Immediate testing to be encouraged 	<ul style="list-style-type: none"> • Staff and students reminded of Covid-19 signs and symptoms, and illness procedures

Parents Not Social Distancing	Medium	<ul style="list-style-type: none"> • Provide parents with advice on swift drop offs, not entering school and not gathering at the gates • Provide parents with information on where and when to drop off and collect • Use designated entry points to school and assign to children • Use 2m markings outside the school gates • Staggering drop off and collection (3 arrival windows and 3 departure windows) 	<ul style="list-style-type: none"> • Details for Y6 included in Parent Letter (19.5.20) • Children arriving and separating will be supervised by a duty teacher • Details for Y10/12 to be sent out by Parent Letter • Details for Y3 – 5 to be sent out by Parent Letter
Children Not Socially Distancing (indoors)	High	<ul style="list-style-type: none"> • Each Year group to be situated within a fixed area (Y3 Lambton, Y4 Brandling, Y5 Maths, Y6 in MFL, Y10/12 in Maths / Computer Science area on rotation, remaining KW Children in STC) and grouped into classes of 15 (max) within that area. Max numbers of students in any class will be set dependant on our ability to social distance effectively. No mixing of classes within each area • It is understood that maintaining 2m distancing will not always be feasible when children move around indoor spaces • 1 teacher to supervise each room per lesson (with teacher rotation between lessons minimised to reduce risk of cross-contamination) • Additional staff to be assigned to the Y3 -6 working area • Provide children with a student charter outlining their responsibilities • Space desks • Verbal reminders and signage • Packed lunches eaten within each working area • One-way system in place in key areas to minimise groups passing • Students and staff advised to stick to the left-hand side of corridor areas in any areas where a one-way system is not operating 	<ul style="list-style-type: none"> • Y6 Student Charter created and circulated • Y3 – 5 Student Charter to be created and circulated • Y10/12 Student Charter to be created and circulated • Furniture well-spaced in classrooms • Signage to be put up • Staff to remind children frequently • JNM / RCML to organise staffing

Children Not Socially Distancing (outdoors)	High	<ul style="list-style-type: none"> • The risk of this occurring is high but the risk of infection is low/medium due to the outdoor element. • Each class to play in dedicated space (max 15) • Demarked play spaces • Active adult supervisors present • Agreement required on the type of activity we will allow and the tolerance. They will not maintain 2m distances • Y3 - 6: Use of a ball and other similar handheld equipment permitted as long as it stays within the class group and handwashing is strictly followed • Y3 - 6: Equipment sanitised after use 	<ul style="list-style-type: none"> • Y3 - 6: Marked containers required for class equipment (5 initially, 18 ultimately) (AC/EJB) • Y3 - 6: 5 Equipment boxes to be made up (AC/EJB) • No equipment to be provided for Y10/12 students • Spaces to be marked out • Fixed playground equipment not available for use
Staff Not Socially Distancing	Medium	<ul style="list-style-type: none"> • Each year group to be situated within a fixed area of school and grouped into classes of 15 (max) within that area • 1 teacher to supervise each room per lesson (with teacher rotation between lessons minimised to reduce risk of cross-contamination) • Additional supervisory staff to be assigned to each area • Each staff member to have a dedicated workspace • Each year group area to have a common room or equivalent <ul style="list-style-type: none"> ○ Year 3 – Lambton CR ○ Year 4 – Brandling CR ○ Year 5 – Maths Office ○ Year 6 – MFL Office ○ Year 10/12 – SS CR 	<ul style="list-style-type: none"> • Staff to observe social distancing
Fire Alarm	Medium	<ul style="list-style-type: none"> • If there is a planned fire alarm, we must inform all students and staff inside the building and the evacuation must include social distancing • If it is an unplanned alarm, everyone must leave the building quickly and quietly and social distancing is suspended until we get outside, but staff are to monitor the flow of traffic in the corridor areas when 	

		<p>evacuating to reduce the contact that pupils have with other age groups /staff members</p> <ul style="list-style-type: none"> • Staff and students re-entering the building is to be staggered • Staff and students are to wash their hands when they re-enter the building 	
Not all staff are able to work	Medium	<ul style="list-style-type: none"> • Contact staff and find out whether they are able to work and when. Complete a Staffing Plan and share with staff 	
Rooms are not able to be cleaned	Medium	<ul style="list-style-type: none"> • Complete a room plan for rooms and welcome areas which will be open once the school is open for children and staff • Organise a cleaning schedule for these rooms/inform cleaning team • Room notices and colour coded tag system to identify safe spaces / rooms and areas that need cleaning 	<ul style="list-style-type: none"> • Room plan sent to Domestic Manager • Staff reminded to make others aware if they have used a room not in the schedule
Staff and Student well-being adversely effected by Covid-19 situation	Medium	<ul style="list-style-type: none"> • Regular contact with staff and students both on site and working remotely to check in • Weekly staff well-being questionnaires issued and followed up • Student pastoral support programme running on each school day for those on site and working remotely • Counselling and medical support available as usual for staff and students, subject to Covid-19 safety measures • Individual care plan in place for all vulnerable staff and students • Registers of students are taken place each school day, and absences followed up with home 	