



Sherborne CofE Primary School

Risk Assessment for Full School Re-Opening from 1st September, 2020

Date	Action	Who
27/07/2020	First draft of new risk assessment created	Headteacher
28/07/2020	First draft completed and sent to all staff for consultation	Headteacher
05/08/2020	All staff comments and feedback received	Staff
13/08/2020	Second draft completed and sent to all staff for approval	Headteacher
27/08/2020	All staff comments and feedback included in updated risk assessment	Headteacher
27/08/2020	Risk assessment sent to governors for final approval	Headteacher

Background

This risk assessment has been created by the Headteacher, with input sought from all staff before being approved by the Governing Body. It should be viewed as a 'live document', being constantly monitored, reviewed and updated as procedures are reflected upon and new guidance is published.

The risk assessment has been written in line with Government guidance published on 2nd July, which can be found here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance informed schools that they must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential control measures include:

1. A requirement that people who are ill stay at home
2. Robust hand and respiratory hygiene
3. Enhanced cleaning arrangements
4. Active engagement with NHS Test and Trace
5. Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Reducing the amount of 'contacts' depends on each school's circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward-facing desks
- Staff maintaining distance from pupils and other staff as much as possible

This risk assessment has been created in light of what the school has learnt from its opening from 1st June, and in-line with updated guidance. The main changes in the guidance are as follows:

- Children to be kept in bubbles but no limit to the size of each bubble – for primary schools, a maximum of 30 is recommended
- Children no longer need to be sat at individual desks. However, children not following the EYFS curriculum (the Early Years curriculum which children in Reception follow) should be sat in rows with forward-facing desks
- School uniform should be worn
- Attendance is now compulsory for all children
- Staff can move between bubbles and teach different groups
- Breakfast clubs and after school clubs can begin (although no contact sports can take place)
- School trips may take place but no overnight trips

All schools must follow the 'system of controls' created by Public Health England. These systems have been grouped into 'prevention' and 'response to any infection' as follows:

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1-4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of COVID-19 amongst the school community
9. Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

The guidance is keen to stress that this is not an 'all or nothing' approach. All steps taken to help reduce the number of contacts a child or adult has over the school day will help, but there is also acknowledgement that in order for schools to be able to welcome back all pupils from September, social distancing will need to be reduced and there may be transmission between bubbles at particular times during the school day. The purpose of this document is therefore to identify when transmission is more likely to occur and try to implement measures to reduce these contacts.

Potential Risk Factor	Action	Owner	Date due	Date Completed
<p>Child, member of staff, parent, carer or governor shows symptom(s) of COVID-19, has been in contact with someone who has the virus or has tested positive as having the virus, or is returning from holiday abroad</p>	<p>Any child or adult demonstrating any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) must not attend school. They must self-isolate at home as follows:</p> <p>10 full days</p> <ul style="list-style-type: none"> • The child or adult has symptoms of COVID-19 • The child or adult has tested positive for COVID-19 <p>14 full days</p> <ul style="list-style-type: none"> • The child or adult lives with someone who has symptoms of COVID-19 • The child or adult lives with someone who has tested positive for COVID-19 • Someone in the child or adult’s support bubble has symptoms of or tested positive for COVID-19 • The child or adult has been told by NHS Test and Trace that they have been in contact with someone who has COVID-19 • Any child or adult returning from a holiday abroad where the destination is on the Government’s quarantine list as stated in the ‘Travel Corridor’ document https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors 	<p>Staff Parents Governors</p>	<p>From 01/09</p>	
<p>Reduction in social distancing guidance increases likelihood of transmission</p>	<p>Children</p> <p>Each class will be allocated drop off and pick up times as follows:</p> <ul style="list-style-type: none"> • Hedgehog Class: 8:45am-8:50am and 3:00pm-3:05pm • Fox Class: 8:50am-8:55am and 3:05pm-3:10pm • Owl Class: 8:55am-9:00am and 3:10pm-3:15pm <p>Children will be expected to line up without touching each other. Children not following the EYFS curriculum will sit in rows facing the front of the classroom.</p> <p>No whole-school events such as assemblies and collective worship No activities to take place on the carpet Each class to only use their allocated door (unless in an emergency) No small group work in the staff room or library All additional support to take place in the child’s classroom</p> <p>Staff</p> <p>Staff will continue to socially distance from other adults where possible. Staff meetings will take place at 3:30pm each Tuesday via Zoom.</p>	<p>Parents</p> <p>Teachers Teachers</p> <p>Teachers All staff All staff All staff ID</p> <p>All staff All staff</p>	<p>From 01/09</p> <p>From 01/09 01/09</p> <p>From 01/09 From 01/09 From 01/09 From 01/09 From 01/09</p> <p>From 01/09 From 01/09</p>	

	<p>Staff may need to remove excess furniture from the classrooms to ensure space is maximised.</p> <p>Staff will minimise the amount of time spent closer than 1 metre to the same child/group</p> <p>Staff to maintain 2 metre distance from colleagues and children where possible.</p> <p>No more than two adults in the staffroom at any time.</p> <p>Staff may choose to wear face coverings when working closely with a child/group providing there is no impact on the child's understanding</p> <p>Parents</p> <p>Parents will continue to socially distance at drop off and pick up times as follows: Morning drop off: parents may not enter the school site. Children will walk up the playground where their teacher will be waiting for them. Parents arriving early must not wait outside of the school gates. They are asked to remain in their cars, wait on the pavement or wait by the War Memorial, observing social distancing rules.</p> <p>Afternoon pick-up: parents will keep distant from each other and queue at the designated collection point (Hedgehog Class – the small gate going into the rear playground; Fox Class – the small gate at the top of the front playground; Owl Class – the small gate at the top of the front playground). Once the teacher has handed over the child, the parent will leave via the side playground and use the small gate to access the main playground to leave the site. Parents must not wait on site or immediately outside of the school gates outside of their allocated pick up time.</p> <p>Governors</p> <p>Governors are able to visit the school by appointment.</p> <p>Governors will be expected to adhere to the measures contained within this risk assessment.</p> <p>Visitors</p> <p>All other visitors are not permitted to the school.</p>	<p>Teachers</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Parents</p> <p>Parents</p> <p>Governors</p> <p>Governors</p> <p>VP</p>	<p>01/09</p> <p>From 01/09</p>	
<p>Re-introduction of Breakfast Club and After School Club allows for children to mix with those in other bubbles</p>	<p>Breakfast Club run for children of parents who need childcare (e.g. for work) and not for convenience.</p> <p>Breakfast Club will take place in the marquee to avoid possible contamination of classrooms and allow for cleaning to take place</p> <p>Breakfast Club to be drink and cereals only.</p> <p>Breakfast Club to be set up with each bubble in a corner to minimise transmission.</p>	<p>JM</p> <p>ID</p> <p>ID</p> <p>ID</p>	<p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p>	

	<p>Each bubble of Breakfast Club to be allocated own colouring pencils and paper to reduce transmission and avoid children wanting to leave their seats.</p> <p>When dropping off for Breakfast Club, parents may bring their child onto the site providing they follow the one-way system. Parents may not however enter the marquee.</p> <p>When dropping off for Breakfast Club, parents must ensure that their child(ren) wash their hands thoroughly using the outdoor sink.</p> <p>Breakfast Club lead to adhere to timings to ensure that children line up with their classes at the correct time (line of vision for Reception and Year 1 pupils; assign responsible child to lead Year 2, 3 and 4 pupils).</p> <p>After School Club will be for essential childcare only.</p> <p>Children attending After School Club will be kept separate in their bubbles so far as possible.</p> <p>Children attending Breakfast Club and After School Club will need to have been pre-booked to allow for registers to be created.</p> <p>After school club will be based in the marquee. No part of the school building may be used, with the exception of the child's toilet (external doors to be left open for this reason – children may only enter the building via their allocated door).</p>	<p>ID</p> <p>Parents</p> <p>Parents</p> <p>ID</p> <p>JM All staff</p> <p>Parents</p> <p>All staff</p>	<p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09 From 01/09</p> <p>From 01/09</p> <p>From 01/09</p>	
<p>Greater bubble size increases likelihood of transmission</p>	<p>Classrooms to remain fully ventilated at all times.</p> <p>Each child to be given individual set of commonly used classroom resources to reduce need for children to move around.</p> <p>Children to sit in rows facing the front of the classroom.</p> <p>School field divided into three sections. Children allocated 'zones' for break and lunch times (if field cannot be used) as follows:</p> <p>Hedgehog Class – rear playground</p> <p>Fox Class: side playground with gazebo</p> <p>Owl Class: main playground</p> <p>Classteacher leads the bubble around the site to reduce risk of transmission with other bubbles</p> <p>Teachers advised to complete all marking onsite to avoid transmission from school to home and vice versa.</p> <p>Return to normal routines for break and lunch time supervision, observing zoned areas outlined above.</p>	<p>All staff Teachers</p> <p>Teachers JM</p> <p>JB & DOK EF FE Teachers</p> <p>All teaching staff All staff</p>	<p>From 01/09 01/09</p> <p>01/09 01/09</p> <p>From 01/09 From 01/09 From 01/09 From 01/09</p> <p>From 01/09 From 01/09</p>	

<p>Children and adults do not maintain good hygiene</p>	<p>All teaching staff to teach, remind and encourage children to wash their hands regularly and thoroughly for at least 20 seconds using soap and running water or hand sanitiser. Wash times planned into the school day, including when children arrive at school, before break, after break, before lunch, after lunch, after coughing/sneezing/blowing their nose, after visiting the toilet. Ensure that there are plentiful supplies of soap and sanitiser. Ensure that there is a plentiful supply of paper towels. Ensure that soap and sanitiser dispensers are sufficiently full throughout the day.</p>	<p>All teaching staff All teaching staff VP VP All staff/VP</p>	<p>From 01/09 From 01/09 From 01/09 From 01/09 From 01/09</p>	
<p>There is no consistent approach when children or adults cough, sneeze or blow their nose</p>	<p>All teaching staff to teach the 'Catch It, Bin It, Kill It' approach and remind children they need to follow this. Provide pedal bin for each classroom for tissues. Ensure that there is a plentiful supply of tissues in the school. Ensure there is a sufficient amount of tissues in each classroom each day. Each class to have a spare box of tissues.</p>	<p>All staff VP VP Teachers Teachers</p>	<p>From 01/09 From 01/09 From 01/09 From 01/09 From 01/09</p>	
<p>Touch points and frequently used areas are more likely to become contaminated</p>	<p>Enhanced cleaning of frequently touched surfaces. Disinfectant spray applied to all rooms via knapsack sprayer at the end of each daily cleaning session Sanitisation of touch points (door handles, taps etc) as necessary throughout the day Doors to be kept open so far as possible. If closed, teacher may choose to open the door for the children to reduce the number of touch points Create cleaning schedule which identifies areas of the school needing enhanced cleaning.</p>	<p>All staff Cleaner Cleaner All staff Teachers VP and JM</p>	<p>From 01/09 From 01/09 From 01/09 From 01/09 01/09</p>	
<p>Risk of transmission as bubbles no longer need to be allocated their own toilet block</p>	<p>No more than two children from each bubble to visit the toilet at a time. Toilets to be thoroughly cleaned at the end of each day, and sanitised throughout the day if necessary. Children to be reminded to wash their hands thoroughly after visiting the toilets.</p>	<p>All staff All staff Cleaner All staff</p>	<p>From 01/09 From 01/09 From 01/09</p>	
<p>There is no school hall or dining room</p>	<p>Children will continue to have packed lunches only. Lunches will be eaten outside wherever possible. In the event of adverse weather, children will eat at their desks and will need to remain seated throughout break/lunch to avoid transmission</p>	<p>VP VP & ID VP & ID</p>	<p>From 01/09 From 01/09 From 01/09</p>	

<p>A child or adult develops COVID-19 symptoms whilst at school</p>	<p>Child or adult sent home and self-isolates for at least ten days. They should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days.</p> <p>Whilst waiting for collection, children will stay sat down in the office area. Should they need to use the toilet, they will use the staff toilet. This will then be cleaned and disinfected before being used by anyone else.</p> <p>Should the staff toilet be used by a child or adult showing symptoms, all staff members will be made aware as soon as possible.</p> <p>Any staff member caring for the child waiting to be collected must wear PPE if a distance of 2m cannot be maintained.</p> <p>Everyone in contact with the unwell person must wash their hands thoroughly for at least 20 seconds.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach.</p>	<p>All staff Parents</p> <p>All staff</p> <p>VP</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p>	
<p>A child or adult tests positive for COVID-19</p>	<p>School to immediately contact the local health protection team.</p> <p>All children and adults in close contact with an infected individual sent home and self-isolate for 14 full days.</p>	<p>JM</p> <p>JM</p>	<p>From 01/09</p> <p>From 01/09</p>	
<p>Sharing equipment increases risk of transmission</p>	<p>Staff and pupils will have their own items of very frequently used equipment. Classroom-based resources (e.g. games and books) to be shared within the bubble and cleaned regularly.</p> <p>Resources shared between bubbles (e.g. sport and science equipment) to be cleaned frequently and meticulously, or rotated and left unused for 48 hours (72 hours for plastics)</p>	<p>Teachers</p> <p>All teaching staff</p> <p>All teaching staff</p>	<p>01/09</p> <p>From 01/09</p> <p>From 01/09</p>	
<p>There is a second lockdown</p>	<p>Teachers set work using CENTURY. For the majority of lessons, they model the work they wish for their children to undertake and use the platform to provide feedback.</p> <p>Teachers may support children's learning by making use of the materials published at</p> <p>https://classroom.thenational.academy/</p> <p>https://www.bbc.co.uk/bitesize/dailylessons</p> <p>https://whiterosemaths.com/resources/primary-resources/</p> <p>https://trockstars.com/</p> <p>Teachers will need to make sure that they have reviewed these materials themselves before using them.</p> <p>Laptop loan agreement and register in created</p>	<p>All teaching staff</p> <p>All teaching staff</p> <p>All teaching staff</p> <p>JM</p>	<p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p>	

<p>'Pinch points' provide higher likelihood of transmission between bubbles</p>	<p><u>Toilets</u> Toilet blocks can be shared by multiple bubbles. To minimise transmission between bubbles, children will use the following toilets: Hedgehog Class: the end and middle cubicle of the infant toilets Fox Class: the first cubicle of the infant toilets Owl Class: boy/girl cubicles of the junior toilets Children from Fox Class should visit the toilets one at a time (one boy/one girl for Owl Class)</p>	All staff	From 01/09
	<p><u>Cloakrooms</u> Through swapping the cloakrooms around, we can reduce the risk of transmission between bubbles as follows: Hedgehog Class to use the junior cloakroom immediately outside the rear of their classroom Fox Class to walk through the infant toilets to use the cloakroom usually used by Hedgehog Class. Owl Class to use the pegs next to their entrance/exit Children to keep book bag with their allocated resources to minimise movement around the classroom. Children are 'managed' so that only two children go to the cloakroom at a time, especially at the start and end of the school day, and at break and lunch times. This means that more time will need to be allocated to getting children ready at these times, and staff should plan how best to do this. Children in Fox Class are reminded that they will need to be quiet as there is no door between their cloakroom and Hedgehog Class. Parents are asked not to send children to school with bulky bags and keep equipment down to a minimum: coat, drinks bottle, PE kit, book bag and packed lunch should be enough. Finger guard fitted to cloakroom door between Hedgehog Class and their new cloakroom, and hooked back if possible. (Note: it may be worth keeping this arrangement going forward, since Fox Class can then access their coats, lunches, bags and PE kits with needing to go through Owl Class)</p>	JB & DOK	From 01/09
		EF	From 01/09
		FE Teachers	From 01/09 From 01/09
		Teachers	From 01/09
	<p><u>School Office</u> Entry point for the school administrator, finance officer, headteacher and governors only</p>	EF	From 01/09
		Parents	From 01/09
		VP	01/09
		VP	From 01/09

	<p>Only two adults to be in the school office at any one time (three if finance officer is working at desk with back to main door)</p> <p><u>Library</u> No children to be allowed in the library Staff may take books from the library to their classrooms but must set them aside for at least 48 hours before returning them (72 hours if the book has a 'plastic' cover) Anti-bacterial handwash available in the library All staff to use antibacterial handwash before using the photocopier No more than two adults in the library at any time All teaching staff to access school via classrooms.</p> <p>Breakfast Club lead to access school via junior cloakroom door at the start of the day</p>	<p>VP</p> <p>All staff All teaching staff</p> <p>VP All staff All staff All teaching staff</p> <p>ID</p>	<p>From 01/09</p> <p>From 01/09 From 01/09</p> <p>From 01/09 From 01/09 From 01/09 From 01/09</p> <p>From 01/09</p>	
<p>Bubbles attending school trips/offsite activities may be at higher risk of transmission</p>	<p>No class trips before October half term. No overnight trips until further guidance is received. Trips must only use private transport (e.g. no trains, underground) Where private transport is used (e.g. Pulhams Coaches), staff must provide sterilising gel immediately before and after getting on and off the vehicle Offsite visits to the local area can take place from September (observing usual ratios and risk assessments). Children should be reminded to observe good hand hygiene and wash their hands thoroughly before re-entering the school. Local visits (including Forest School) are mainly organised for individual bubbles. Where trips are organised for multiple bubbles, the children should be kept apart at all times and given clear instructions and expectations to follow.</p>	<p>All staff All staff VP Teachers</p> <p>All teaching staff All staff</p> <p>All staff Teachers</p>	<p>From 01/09 From 01/09 From 01/09 From 01/09</p> <p>From 01/09 From 01/09</p> <p>From 01/09 From 01/09</p>	
<p>Children who did not return in June or July will be unfamiliar with the new school systems.</p>	<p>Educate pupils on day one about the need to stay apart from others and expectations around hygiene. Staff to discuss safety measures with children during registration time.</p> <ul style="list-style-type: none"> • All bubbles to receive lessons and then daily reminders on: <ul style="list-style-type: none"> ○ Hand washing – regular and effective ○ Catch it, bin it, kill it ○ Maintaining a social distance where possible 	<p>All teaching staff All teaching staff All teaching staff</p>	<p>From 01/09 From 01/09 From 01/09</p>	

	<p>Opportunities will be identified across the curriculum so that children read widely and develop their knowledge and vocabulary.</p> <p><u>Music</u> Singing may take place outside if the children are socially distanced and facing the same direction. If singing in class, children should be divided into two groups, with only one group singing at a time. Children must remain in their places if singing in two groups, but may be moved if singing in smaller groups and space allows (and still not singing whilst facing each other)</p> <p><u>PE (also applies to break and lunch times)</u> No contact sports may be taught (although the skills can be, for example passing in football). All staff to remind children of the need to keep hands away from mouth/face whilst handling equipment and be proactive in addressing this if seen, no matter which bubble the child is in Equipment must remain unused for 72 hours before a different bubble may use it.</p>	<p>All teachers</p> <p>All teachers</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p> <p>From 01/09</p>	
Children will not undertake statutory testing	<p>The following tests and assessments will take place over 2020-2021 academic year:</p> <ul style="list-style-type: none"> • The foundation stage profile (trial) • The phonics screening test for all Year 1 pupils and identified Year 2 pupils • KS1 tests and teacher assessments • KS2 tests and teacher assessments • The Year 4 multiplication tables check 	<p>JB & DOK</p> <p>JB & EF</p> <p>EF</p> <p>FE</p> <p>EF & FE</p>	<p>From 01/09</p> <p>June 21</p> <p>May 21</p> <p>May 21</p> <p>June 21</p>	
Increased risk of transmission from child requiring first aid increases	<p>Each bubble to have their own first aid kit as follows:</p> <ol style="list-style-type: none"> 1. Hedgehog Class 2. Fox Class 3. Owl Class 4. Breakfast Club 5. Staff toilet 6. School field <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> - washing hands or using hand sanitiser, before and after treating injured person; - wear gloves or cover hands when dealing with open wounds; 	<p>ID</p> <p>All staff</p>	<p>From 01/09</p> <p>From 01/09</p>	

	<ul style="list-style-type: none">- if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;- if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.- dispose of all waste safely.			
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Useful numbers and addresses

NHS Track and Trace Service <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

To arrange a test for COVID-19 <https://www.nhs.uk/conditions/coronavirus-covid-19/>

What to do if you need to self-isolate <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Guidance on COVID-19 symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Changes to EYFS Provision <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

Supporting children's mental health <https://www.minded.org.uk/>

Supporting staff's mental health <https://covid.minded.org.uk/>