



## Deanshanger Primary School School Effectiveness COVID-19 Risk Assessment Plan May 2021 (Based on May 17<sup>th</sup> 2021 updated guidance)

This risk assessment is based on the latest documentation received (School coronavirus (COVID-19) operational guidance, May 2021); it is updated regularly and made available for all staff, children, governors, parents, carers and external visitors on the school website - [www.deanshangerprimary.co.uk](http://www.deanshangerprimary.co.uk). It is a living document based on the latest government guidance regarding arrangement for teaching and learning for children in all year groups that are in good health. It has been built upon guidance from the DfE and has been shared with parents/carers, staff, governors and the Local Authority. It should be read in conjunction with our School Recovery Plan (SRP) and Remote Learning Policy, but it should be noted that there is a certain amount of replicated information. It should be followed in conjunction with the latest national lockdown guidance. <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

In summary, all pupils across the school continue to be able to attend school and with the change of rulings for families shielding (on 31<sup>st</sup> March), this now includes all groups of children.

We are aware of our duty under the new Coronavirus Act and will balance this at all times with our duty of care to all members of our school community. We will take all reasonable steps to protect the safety of all pupils and staff and recognise that as staff, we have a duty under common law to take care of our pupils in the same way that a parent/carer would.

This risk assessment is based on the Health and Safety at Work Act 1974 (HASAW), the Personal Protective Equipment at Work Regulations 1992 (PPER) and The Management of Health and Safety at Work Regulations - 1999 (MHSWR). It will be continually reviewed and external expert advice will be commissioned as and when necessary. This includes regulation 3 (MHSWR) provides that every employer shall make a suitable and sufficient assessment of

the risks to health and safety to which its employees and other persons affected by its activities are exposed and implement preventative and protective measures on the basis of certain fundamental health and safety principles.

Risk: Transmission through contact (for the KW&V groups in school)	Who	Measures taken:	Status/ RAG Rating
<p>To create strategies for social distancing in school between year group bubbles considering:</p> <ul style="list-style-type: none"> <li>• Distanced interaction between year groups and reducing the risk of using shared resources</li> <li>• Lunchtime provision to follow the same guidance as the classroom</li> <li>• Using outdoor space where appropriate to minimise transmission</li> <li>• Morning entry and afternoon pick up</li> <li>• Break times and lunchtime</li> <li>• Visitors</li> <li>• Staffroom use</li> <li>• Handwashing and sanitising</li> <li>• Adhering to government guidelines regarding tier</li> </ul>	All staff	<ul style="list-style-type: none"> <li>• Year group children (and staff) form a bubble i.e., 2 classes working as one. Within the bubble, children and staff can move freely but do not come in close contact with another bubble. They should still exercise good hygiene with regular handwashing, sanitising, use their own stationery packs, 'catch it, bin it, kill it' and mainly move around the school using external doors and routes.</li> <li>• Within the school day, there will no times when the year group bubbles come together in close contact. No assemblies or special events such as end of year concerts (in their pre-lockdown form) and Open Book afternoons. These will all continue via Zoom or Teams.</li> <li>• The books in the library will not be accessible to whole groups at the current time, except EYFS. Access will be given to myON in all year groups and Big Cat E-books for younger children.</li> <li>• The courtyard, KS2 playground and field will be zoned and break and lunch times will be staggered.</li> <li>• The cooking and serving of hot school lunches will resume with no more than 2 year groups in the hall at one time with social distancing between the bubbles. The hall will be cleaned thoroughly between sittings.</li> <li>• The children will play in large zoned areas at break and lunch times. The</li> </ul>	

guidance		<p>teachers will bring the groups out to the MMS and will collect them at the end of the break time. Plans have been built in conjunction with the MMS team to ensure that the same expectations are known and actioned by all staff.</p> <ul style="list-style-type: none"> <li>• Arrangements for lunch time support will be reviewed daily, as with all other school plans.</li> <li>• Outside learning opportunities to be considered at all opportunities (planned as a year group team and key stage in advance).</li> <li>• When groups are inside, the windows and doors will be open.</li> <li>• Forest School sessions will now be largely led by Forest School Leaders again (in line with pre covid times).</li> <li>• iPads can be used, but must be wiped down with antibacterial wipes before and after use – this is likely to be by the class team.</li> <li>• Each year group will enter school with a 5 minute timing difference between the groups in each year group where the same entrance is required to avoid groups of children and adults congregating – this will be subject to regular review. All access to the classrooms, with the exception of Y5 Whale Shark will be via their outside doors.</li> <li>• Use of corridors by the class groups (and all adults) is not encouraged and all movement should be from the outside spaces wherever possible.</li> <li>• The children in Y5 will keep their bags in the classroom and will not access the shared areas. All other year groups are able to use their cloakrooms and lockers since they will not come in contact with other year group bubbles.</li> <li>• Each child will be given a tray for personal supplies and books.</li> <li>• Willow Tree children will be dropped off and collected from the side gate by Willow Tree staff.</li> <li>• Each year group has allocated toilets that must be used at all times –</li> </ul>	
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		<p>alternative toilets must not be used.</p> <ul style="list-style-type: none"> <li>• Parents/Carers are reminded to socially distance from each other at both ends of the school day.</li> <li>• Children will need to walk into school independently, without hand-holding (wherever possible) and where support is needed, parents/carers and staff will use a face covering.</li> <li>• The amount of external visitors and contractors will be strictly monitored and, wherever possible, restricted to external and virtual visits only. At this point, we will not be enjoying the benefits of volunteers and students for work experience will be considered for external support only.</li> <li>• External lettings are now permitted following the school's risk assessment and ensuring that all surfaces and areas accessed are thoroughly wiped down before leaving. This is the responsibility of the external 'club'.</li> <li>• The library door (with the key pad) can be used for entry by staff if staff feel comfortable to do so, but they are also able to enter via Admin using their pass to access entry if they prefer.</li> <li>• The staffroom is allocated to the Foundation Stage bubble only - all other year groups should stay in their own work space and bubble over lunch time and break time if they remain inside. Year group kettles have been bought for this purpose.</li> <li>• If staff would like to meet with staff from other bubbles at break and lunch times, they are free to do so but should continue to exercise caution.</li> <li>• Wipes will be accessible for the shared use of the microwave. If the KS2 photocopier is not working well then staff from other bubbles can access the copier in the staffroom - masks should be worn and the copier wiped down.</li> <li>• Whole staff and team meetings will largely continue to be via Teams or</li> </ul>	
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		<p>Zoom.</p> <ul style="list-style-type: none"> <li>• Staff toilets will need to be used for adults as before, but staff should push the doors open (without using their hands) and ask if it is clear to go in. The staggered starting, finishing, breaks and lunches will support this.</li> <li>• The government's guidance regarding Wrap Club has been fully adhered to throughout - it is now open to all children.</li> <li>• It is expected that all members of the school community adhere strictly to the guidance for the region that they live and work in.</li> <li>• Any engagement with Track and Trace should be as accurate as possible.</li> </ul>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.</p>	<p>SLT All staff</p>	<ul style="list-style-type: none"> <li>• PPE supplies have been sourced from companies that are experts in this field however staff are very free to wear their own masks and protection if they would prefer, as long as this is the equivalent to the protection of a medical grade mask. Supplies are stored in admin, every year group (and in MMS backpacks) and can be accessed by all staff members as and where required. These include masks, aprons and gloves. All staff are given the opportunity to wear PPE if they choose to and are encouraged to do so when close contact is necessary e.g., administering first aid. Visors and desk shields are also available.</li> <li>• A staff briefing was actioned in June 2020 order to specifically discuss PPE and its effective use by a staff member at MK hospital. World Health Organisation information has also be shared.</li> <li>• PPE stock levels to be checked and topped up as required by class teams.</li> <li>• Used PPE to be placed into separate labelled pedal bins for disposal and double bagged.</li> <li>• The Behaviour and Safeguarding policies have been reviewed to reference the</li> </ul>	

		<p>use of PPE when it is not possible to socially distance – this includes comforting a child, administering first aid and constraint. It will also build upon the latest guidance about supporting ‘new’ expectation regarding social distancing. These are held on the school website alongside our other school policies.</p> <ul style="list-style-type: none"> <li>• The water fountains in the play areas will not be in use</li> <li>• Families will be reminded to not send in any items from home e.g., toys unless there is a unique reason for their use e.g. – comfort during periods of anxiety</li> </ul> <p><i>We have several staff on site that have completed their paediatric first aid training and general first aid training. The SLT should be made aware, in advance, of any staff member that feels uncomfortable administering first aid so that this can be kept in mind and planned for.</i></p>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs</p>	<p>SLT Admin All staff</p>	<ul style="list-style-type: none"> <li>• Staff continue to be provided with lateral flow tests and should test twice a week – Sundays and Wednesdays. Information from these should be logged on the Gov.UK site and positive cases immediately shared with SLT.</li> <li>• In line with guidance (30/3/2021), all positive cases from the lateral flow test should now be followed up with a PCR test at an assigned testing site.</li> <li>• PPE supplies are stored in every year group (and in mid-day supervisor - MMS backpacks) and can be accessed by all staff members as and where required (and in exceptional circumstances). These include masks, visors, aprons and gloves.</li> <li>• Hand sanitiser (75% alcohol) is available in each teaching area in fixed units (the recommendation is 60%+). Staff and children are able to bring in their own if they would prefer.</li> <li>• PPE stocks to monitored by admin to ensure that there is always a supply ready for use.</li> </ul>	

		<ul style="list-style-type: none"> <li>Used PPE to be placed into separate pedal bins for disposal and double bagged.</li> </ul>	
To establish procedures to ensure regular hand washing in accordance with guidelines and good hygiene	Admin Site supervisor	<ul style="list-style-type: none"> <li>Site supervisor assigned to refill soap dispensers at the beginning of each day in all areas (for children and staff).</li> <li>Hand sanitising stations to be regularly checked and refilled.</li> <li>Children are encouraged to wash their hands when entering school; after coughing or sneezing; after using the toilet and before and after handling food. This should be supported by the class teacher and LSAs in FS and Y1.</li> <li>Free-standing handwashing stations are positioned outside and assigned to year groups to support thorough and regular hand washing.</li> <li>Hand sanitiser is available in each teaching area but staff and children are able to bring in their own if they would prefer.</li> <li>Admin assigned to ensure that hand sanitiser, a packet of antibacterial wipes and a box of tissues is available in each classroom on a daily basis. Children and staff can bring in their own if they would prefer.</li> </ul>	
To provide a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Class team	<ul style="list-style-type: none"> <li>If a child becomes unwell during the school day, a message is immediately passed on to the admin team (as above) or via a runner, to phone home. A room (sensory pod - with the equipment stripped out) is allocated for those showing symptoms and requiring pick up to enable the contagion to be contained. Supervision is by the HT. Parents/carers must ensure that they are contactable throughout the school day.</li> </ul> <p>*As a school we intend to seek further guidance on this and will strictly adhere to the information given regarding informing parents/carers and staying at home. We reserve</p>	

		the right to ask you to come and collect your child if they are unwell whether they display symptoms of COVID-19 or not. We believe that this is very important in safeguarding all members of our school community on site.	
Risk: Staff and Pupil Attendance			
Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines	SLT and shared with CoG	<ul style="list-style-type: none"> <li>Audit of staff carried out taking into account those that need to socially isolate as they have been in contact with a positive case of coronavirus or have tested positive themselves.</li> <li>Updated request by admin to ensure that all details, including medical info, is updated.</li> <li>An assessment of risks has been considered for new and expectant mothers.</li> <li>All staff are encouraged to share their concerns with specific guidance and arrangements put in place as required for individual staff members.</li> <li>Staff to remain in year group bubbles wherever possible inside, but in line with the new guidance (May 17<sup>th</sup> 2021), staff may want to exercise caution and meet other staff inside and outside during break and lunch times.</li> </ul>	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT and SLT	<ul style="list-style-type: none"> <li>Regular reminders about open communication to address specific concerns. All staff should go to a member of the SLT with all and any concerns, in relation to this risk assessment, as a first port of call. Unresolved concerns should be addressed in the regular manner i.e., Head teacher (HT) and then to the Chair of Governors (when unresolved with the HT).</li> <li>All staff are encouraged to share their concerns with specific guidance and arrangements put in place as required.</li> <li>Staff meetings held (virtually) to share expectations with all staff and to address concerns. These are kept to a minimum to support mental health and wellbeing.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Where drop in visits or external visits to the school have been required, SLT to ensure that social distancing is actioned.</li> <li>• Access to well-being and mental health support communicated and shared with staff e.g., provide access details for the school nurse and other appropriate organisations as it is deemed appropriate.</li> <li>• Regular informal check-ins with staff members by SLT.</li> </ul>	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT, SLT and CoG	<ul style="list-style-type: none"> <li>• Details provided of safeguarding measures in place to mitigate risk of infection (as outlined in this risk assessment).</li> <li>• Clear expectations for parents were initially shared in preparation for the first lockdown (and throughout the summer 2020) and forums provided to respond to questions and concerns - individual emails and phone calls. Since this time, there have been regular / daily updates.</li> <li>• Full uniform is actively encouraged but there will be exceptions for certain children (where necessary) and the priority will be fresh clothes each day. On PE days children should come to school in their PE kit. Forest school days and appropriate clothing, will also be encouraged on their set day i.e., long trouser and tops.</li> <li>• As a slight change to our regular uniform policy, children can wear trainers to school on a daily basis if preferred - this may alleviate the need to have school shoes fitted and visits to shops with young children where families do not feel comfortable. Full uniform, including school shoes, is expected for September 2021.</li> <li>• DfE information posters to be referenced and visible in all areas of the school alongside those designed by children in the school.</li> </ul>	
Processes and procedures are established	HT and	<ul style="list-style-type: none"> <li>• Staggered start and end times have planned for with all timings shared.</li> </ul>	

and shared with Parents/Carers for pick up and drop off arrangements	SLT	<ul style="list-style-type: none"> <li>Requirements have been shared with parents through Arbor communication and reiterated in year group communications.</li> <li>All adults should wear masks to collect their children and they should be socially distanced from other families at all times.</li> <li>As we keep bubble groups away from each other inside the school, it is hoped that this strategy (to minimise risks) is the same at drop off and collection times.</li> <li>All feedback to the teacher is preferable by email to further reduce close contact.</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> <li>Plans for collection will be built and shared with the parents/carers on a case by case basis.</li> <li>Where the parent/carer or a member of staff has a concern regarding a child's health these will be shared in order to establish the next steps.</li> </ul>	
<b>Risk: Maintaining Cleanliness</b>			
Deep clean of the school prior to reopening	External cleaning company with sign off by HT, Business manager and Site supervisor	<ul style="list-style-type: none"> <li>Class teachers / LSAs and HLTAs to consider the contents of their classroom. As year group bubbles are separate, the resources available in the classrooms can be largely the same as the classroom set up pre-Covid. Resources that support learning can be used.</li> <li>SLT to support classroom set ups and offer advice in order to ensure there is consistency across the school.</li> <li>Displays can be built in the classroom to celebrate and support learning.</li> <li>A full-time cleaner supports cleaning throughout the day with extra focus on handles, door plates and shared facilities e.g. staff toilets.</li> <li>On a daily basis, class teams (with support from the children) will ensure that</li> </ul>	

		<p>the classroom and shared areas are left clear and tidy, with minimal items out on the surfaces, ready for the cleaning team to come in.</p> <ul style="list-style-type: none"> <li>• A sanitising clean is commissioned at least on a weekly basis and most commonly, more often.</li> <li>• A deep clean is commissioned where a positive case of coronavirus has been reported in a year group.</li> </ul>	
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> <li>• We will follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• A copy of this risk assessment is shared with our cleaning team.</li> <li>• A checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: door handles, table tops, phones, photocopiers, toys, teaching equipment/resources, bannisters, light switches, books, toilets, sinks. Cleaners are using disposable cloths.</li> </ul> <p>It is responsibility of the staff member to request wipes (from admin) if the wipes need replenishing.</p>	
Ensure cleanliness of outdoor equipment is maintained	All staff and site supervisor	<ul style="list-style-type: none"> <li>• Where used by different groups of children, antibacterial wipes are used by staff / children to wipe down bikes, outside fitness apparatus and other outdoor equipment. They will be wiped for 20 seconds as a minimum.</li> <li>• The site supervisor maintains the cleanliness of this equipment every morning before school start; the HT signs off on this before school starts.</li> </ul>	
Risk: Safeguarding			

Recommission all systems	Site Supervisor	<ul style="list-style-type: none"> <li>As the school has been open throughout the lockdown period, our services have not been turned off. However, additional checks have been carried out for:</li> <li>gas,</li> <li>heating,</li> <li>water supply, (additional work was commissioned end January 2021)</li> <li>mechanical and electrical systems. Additional electrical work was commissioned January 2021.</li> </ul>	
Check our fire safety systems	Site supervisor HT	<p>Checks carried out before opening and as 'normal' on a weekly basis to ensure that:</p> <ul style="list-style-type: none"> <li>all fire doors are operational;</li> <li>Staff are aware of the new fire drill procedures and share these with their small group;</li> <li>fire alarm system and emergency lights are operational.</li> </ul>	
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of Early Help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement</li> </ul>	DSL DDSLs HT SENCo Learning Mentor	<ul style="list-style-type: none"> <li>Possible pupils have been identified and additional support has been put in place by the SENCo, Learning Mentor, class teams and SLT.</li> <li>LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support e.g., updated safeguarding and Early Help guidance.</li> <li>The Learning Mentor and SENCo work specifically on the daily and individual needs of identified children where possible (with social distancing observed and/or via Teams and Zoom).</li> </ul>	

counselling			
• Meeting the social care thresholds			
School policies and expectations regarding safeguarding children and adults are in line with the latest guidance received.			