



Deanshanger Primary School School Effectiveness COVID-19 Risk Assessment Plan September 2020

This risk assessment is based on the latest documentation received (28th August 2020 - <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid>) regarding full school opening on 3rd September 2020 for children in all year groups that are in good health. It has been built upon guidance from the DfE and will be shared with parents/carers, staff, governors and the Local Authority. It should be read in conjunction with our School Recovery Plan (SRP) but it should be noted that there is a certain amount of replicated information.

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	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"> • Distanced interaction between year groups and reducing the risk of using shared resources • Lunchtime provision to follow the same guidance as the classroom • Using outdoor space where appropriate to minimise transmission • Morning entry and afternoon pick up • Break times and lunch time • Visitors • Staffroom use • Handwashing and sanitising 	All staff	<ul style="list-style-type: none"> • Year groups to form a bubble ie, 2 classes. 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. • 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. • The books in the library will be accessible, if parents/carers approve, but small groups will access the library rather than in larger groups and, when borrowed, books will be quarantined in boxes (in the classroom) before being reshelfed. • The courtyard, KS2 playground and field will be zoned and break and lunch times will be staggered. • 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. • The children will play in large zoned areas at break and lunch times. The 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. 	

		<ul style="list-style-type: none"> • Arrangements for lunch time support will be reviewed daily, as with all other school plans. • Outside learning opportunities to be considered at all opportunities (planned as a year group team and key stage in advance). • When groups are inside, the windows will be open (whenever possible). • Forest School sessions will be actively encouraged but, for the time being, these will be led by the class team rather the Forest School Leaders and, as a result, the session will explore outside learning rather the our regular forest school activities. • 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. • Each class 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. • Use of corridors by the class groups is not encouraged and all movement should be from the outside spaces wherever possible. • 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. • Each child will be given a tray for personal supplies and books. • Willow Tree children will be dropped off and collected from the side gate by Willow Tree staff. • Each year group has allocated toilets that must be used at all times - alternative toilets must not be used. 	
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		<ul style="list-style-type: none"> • Parents/Carers are reminded to socially distance from each other at both ends of the school day. • 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. • The amount of external visitors and contractors will be strictly monitored and, wherever possible, restricted to external visits only. At this point, we will not be enjoying the benefits of volunteers. • External lettings will only be considered when a thorough clean can take place before school starts and clubs are able to share the same guidance as the school in terms of minimising risk. • A sign at the main entrance will request that all post/parcels are left there wherever possible. • Where possible, the library door (with the key pad) will not be used for entry by staff to avoid contamination on the number keys. All staff to enter via Admin using their pass to access entry. • The staffroom should have no more than 4 adults in at any time - the staggered start time, break and lunch times will support this. As with all other rooms in the school, it will be stripped of soft furnishings and unneeded furniture. Wipes will be accessible for the kettle and fridge use etc • Whole staff and team meetings will largely continue to be via Teams or Zoom • 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. • The government's guidance regarding Wrap Club will be fully adhered to. 	
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<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"> • PPE supplies have been sourced from companies that are experts in this field. 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. • 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. • PPE stock levels to be checked and topped up as required by class teams. • Used PPE to be placed into separate labelled pedal bins for disposal and double bagged. • The Behaviour and Safeguarding policies have been reviewed to reference the 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. • The water fountains in the play areas will not be in use • Families will be reminded to not send in any items from home e.g., toys <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:</p>	<p>SLT Admin</p>	<ul style="list-style-type: none"> • 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 	

PPE provision for interacting with pupils with personal care needs	All staff	<p>required (and in exceptional circumstances). These include masks, visors, aprons and gloves.</p> <ul style="list-style-type: none"> • Hand sanitiser is available in each teaching area in new fixed dispensers. Staff and children are able to bring in their own if they would prefer. • PPE stocks to monitored by admin to ensure that there is always a supply ready for use. • Used PPE to be placed into separate pedal bins for disposal and double bagged. 	
To establish procedures to ensure regular hand washing in accordance with guidelines and good hygiene	Admin Site supervisor	<ul style="list-style-type: none"> • Site supervisor assigned to refill soap dispensers at the beginning of each day in all areas (for children and staff). • New sanitising stations to be regularly checked and refilled. • 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. • New free-standing handwashing stations will be positioned outside and assigned to year groups to support thorough and regular hand washing. • Hand sanitiser is available in each teaching area but staff and children are able to bring in their own if they would prefer. • 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. 	
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"> • 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 	

		<p>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.</p> <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 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.</p>	
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"> • Audit of staff carried out taking into account those that need to socially distance, are shielding and/or have vulnerable family members in the home setting. • Updated request by admin to ensure that all details, including medical info, is updated. • An assessments of risks has been considered for new and expectant mothers. • All staff are encouraged to share their concerns with specific guidance and arrangements put in place as required for individual staff members. 	
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"> • Regular reminders about open communication to address specific concerns. • All staff are encouraged to share their concerns with specific guidance and arrangements put in place as required. • Staff meetings held (virtually) to share expectations with all staff and to address concerns. 	

		<ul style="list-style-type: none"> • Access to well-being and mental health support communicated and shared with staff - provide access details for the school nurse and other appropriate organisations. • Weekly check-ins (as a minimum) with every staff member by SLT. 	
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"> • Details provided of safeguarding measures in place to mitigate risk of infection (as outlined in this risk assessment). • Clear expectations for parents have been shared before and throughout the summer and forums provided to respond to questions and concerns - individual emails and phone calls. • Uniform will be encouraged to support children getting back into school routines, but the priority will be fresh clothes each day. On PE days children should come to school in their PE kit - the timetable may change and this will be communicated with parents/carers. Forest school days and appropriate clothing, will also be encouraged on their set day i.e., long trouser and tops. • As a slight change to our regular uniform policy, children can wear trainers to school on a daily basis is preferred - this may alleviate the need to have school shoes fitted and visits to shops with young children where families do not feel comfortable. • DfE information posters to be referenced and visible in all areas of the school alongside those designed by children in the school. 	
Processes and procedures are established and shared with Parents/Carers for pick up and drop off arrangements	HT and SLT	<ul style="list-style-type: none"> • Staggered start and end times have planned for with all timings shared. • Requirements have been shared with parents through Arbor communication and reiterated in year group communications. 	

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"> Plans for collection will be built and shared with the parents/carers on a case by case basis. Where the parent/carer or a member of staff has a concern regarding a child's health, these are immediately shared and external support sought as necessary. 	
Risk: Maintaining Cleanliness			
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"> Class teachers / LSAs 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. SLT to support classroom set ups and offer advice in order to ensure there is consistency across the school. Displays can be built in the classroom to celebrate and support learning. A full-time cleaner has been recruited to support cleaning throughout the day. On a daily basis, class teams (with support from the children) will ensure that the classroom is left tidy, with minimal items out on the surfaces, ready for the cleaning team to come in. A sanitising clean is commissioned on a weekly basis. 	
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> We will follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings A copy of this risk assessment is shared with our cleaning team. 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, toys, teaching equipment/resources, bannisters, light switches, books, toilets, sinks. Cleaner are using disposable cloths.	
Ensure cleanliness of outdoor equipment is maintained	All staff an site supervisor	<ul style="list-style-type: none"> Where used by different groups of children, antibacterial wipes (the brand is the same as used in hospitals) 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. The site supervisor maintains the cleanliness of this equipment every morning before school start; the HT signs off on this before school starts. 	
Risk: Safeguarding			
Recommission all systems before re-opening	Site Supervisor	<ul style="list-style-type: none"> As the school has been open throughout the lockdown period, our services have not been turned off. However, additional checks have been recently carried out for: gas, heating, water supply, mechanical and electrical systems 	
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"> all fire doors are operational; Staff are aware of the new fire drill procedures and share these with their small group; fire alarm system and emergency lights are operational. 	

<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> • At risk of exclusion • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and well-being issues • In need of bereavement counselling • Meeting the social care thresholds 	<p>DSL DDSLs HT SENCo Learning Mentor</p>	<ul style="list-style-type: none"> • Possible pupils have been identified and additional support has been put in place by the SENCo, Learning Mentor, class teams and SLT. • LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support eg, updated safeguarding and Early Help guidance. • The Learning Mentor and SENCo work specifically on the daily and individual needs of identified children where possible (with social distancing observed). 	
<p>School policies and expectations regarding safeguarding children and adults are in line with the latest guidance received (14th August 2020).</p>			