



## Deanshanger Primary School School Effectiveness COVID-19 Risk Assessment Plan - DRAFT

This risk assessment is based on the documentation received thus far regarding the extension of school opening on June 1<sup>st</sup> 2020 for FS, Y1 and Y6 children that are well. It has been built upon guidance from the DfE, the school's externally commissioned risk assessment provider and has been shared with governors and the Local Authority.

*If we are unable to sustain the staffing needs of this plan, then groups will have to remain at home. All measures will be taken to avoid this and communication will be in a timely manner.*

The aim of this return is to meet the needs of the children and staff. If a child's or adult's mental health and well-being is significantly impacted by the measures that we put in place, we may need to review the provision (with parents/carers for 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.

Stage 1 plans: June 1<sup>st</sup> Return to school for FS, Y1 and Y6

Risk: Transmission through contact	Who	Measures taken:	Status/ RAG Rating
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> <li>• Use of available classrooms/teaching spaces for use of groups of no more than 15 pupils</li> <li>• Lunchtime provision – how, when, where?</li> <li>• Using outdoor space to minimise transmission – who, when?</li> <li>• Morning entry and afternoon pick up</li> <li>• Break times and lunch time</li> <li>• Visitors</li> <li>• Staffroom use</li> </ul>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• From measuring our classrooms, we can accommodate 7 / 8 / 9 children in a classroom at any time to provide the 2m social distance required and allow some room for movement, teaching space and access to exit doors. By using the hall, a larger classroom and the studio for Y6, we can accommodate groups up to 15. <i>We will provide every opportunity for social distancing and encourage it on a regular basis, but we do recognise that the children in all year groups may find this difficult.</i></li> <li>• Classes to be split into smaller groups by the class teacher (depending on the size of the classrooms that are going to be used) with the same adult and learning space for each session – previous familiarity is prioritised to support transition back into school from an academic and social and emotional point of view. These groupings will remain the same for the immediate future. Each group to attend for full days for four days a week (and reviewed weekly).</li> <li>• The original class teacher is responsible for sharing the planning for the staff that are taking smaller groups and supporting as possible – this will involve teachers and LSAs.</li> <li>• Attendance for these year groups is for 4 days a week with a thorough clean on a Friday and also to provide PPA time for staff, strategic planning and adapting to any new guidance from government and DfE.</li> </ul>	<p style="background-color: green; color: white; text-align: center;">Green</p>

		<ul style="list-style-type: none"><li>• Attendance is optional and parents/carers will not be fined for keeping their children at home. A phased/part time return is possible.</li><li>• Key worker children and vulnerable learners in FS, Y1 and Y6 will join the class groups for 4 days a week. On the 5<sup>th</sup> day, they will enjoy outside learning activities including forest school and PE with a different staffing group - risk of cross transmission is minimised by being outside, working in small groups and following the same expectations as the rest of the week. Key worker children and vulnerable learners in Y2, Y3, Y4 and Y5 will be supported in the same small groups by a consistent team of teachers and LSAs Mon - Thurs following curriculum expectations. They will be in three groups - Y2/3, Y3/4 and Y4/5. On the 5<sup>th</sup> day, they will enjoy outside learning activities including forest school and PE with a different staffing group but in the same pupil groups - risk of cross transmission is minimised by being outside, working in small groups and following the same expectations as the rest of the week.</li><li>• Within the school day, there will no times when the small class groups come together as a year group / key stage or whole school. No assemblies or special events such as end of year concerts (in their pre-lockdown form) and Open Book afternoons.</li><li>• The books in the library will not be accessible and the area will be sealed off. Book boxes will also be stored away. Children are encouraged to return school books via a box near the admin entrance. These will not go back into</li></ul>	
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		<p>circulation at the present time. MyOn will be accessible to all year groups to support reading at home.</p> <ul style="list-style-type: none"><li>• The courtyard, KS2 playground and field will be zoned and break and lunch times will be staggered.</li><li>• Hot school lunches will not be provided in this stage (to be reviewed after June 1<sup>st</sup>). Children to bring in packed lunches from home (and continue to access the government's food vouchers) and a water bottle. Lunches will be eaten outside with supervision from an allocated MMS or alternative member of staff - same model on a daily basis.</li><li>• 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.</li><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 will be open (whenever possible).</li><li>• Forest School sessions will be actively encouraged.</li></ul>	
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|  |  | <ul style="list-style-type: none"><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 smaller group in FS, Y1 and Y6 will enter 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 Beijing and the group in Kampala room, will be via the outside door.</li><li>• Use of corridors by the class groups is not encouraged and all movement should be from the outside spaces wherever possible.</li><li>• The children will keep their bags in the classroom and will not access the shared areas except to use the toilet. All entrance and exit throughout the day, will be via the external door.</li><li>• Pencil cases and home stationery supplies will not be allowed following the latest guidance. Each child will be given a tray for personal supplies and books. Home/School diaries should not come in. These measures will help to reduce contamination.</li><li>• Lockers (in Y6) will not be used. All bags will be kept under the child's desk.</li></ul> |  |
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		<ul style="list-style-type: none"><li>• Willow Tree children will be dropped off and collected from the side gate by Willow Tree staff. No other adults are permitted on to the school site during school hours.</li><li>• The class teachers / LSAs will monitor the toilet use to ensure that there is only one child in the FS toilet area at any time, the same for Y1 and one boy /girl in the toilets in Y6. This will be in accordance with our safeguarding procedures.</li><li>• Parents/Carers are reminded to socially distance from each other at both ends of the school day - boards will be put out daily to remind parents about this.</li><li>• Children will need to walk into school independently, without hand-holding and we will not be able to physically assist them to separate from their parents.</li><li>• No external visitors, contractors or helpers will be admitted during the school day.</li><li>• There will be no external lettings at the current time.</li><li>• A sign at the main entrance will request that all post/parcels are left there.</li><li>• 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.</li></ul>	
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		<ul style="list-style-type: none"> <li>• 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</li> <li>• Whole staff and team meetings will continue to be via Zoom.</li> <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>• A risk assessment has been considered regarding Wrap Club, but at this time, we are unable to re-open it.</li> <li>• Children should not bring in mobile phones to reduce contamination risks.</li> <li>• There is an expectation that all parents will be accompanying their child/ren to school each day.</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. 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 they cannot observe 2 metre social distance e.g., administering first aid*</li> </ul>	

		<ul style="list-style-type: none"> <li>• A staff briefing has been actioned in 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 daily by the admin team.</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 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.</li> <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</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>	
To reduce risk of exposure to COVID-19 by considering:	SLT Admin All staff	<ul style="list-style-type: none"> <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</li> </ul>	



<p>PPE provision for interacting with pupils with personal care needs</p>		<p>required (and in exceptional circumstances). These include masks, aprons and gloves.</p> <ul style="list-style-type: none"> <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>• PPE supply levels to be checked daily by Admin.</li> <li>• Used PPE to be placed into separate pedal bins for disposal and double bagged.</li> </ul>	
<p>To establish procedures to ensure regular hand washing in accordance with guidelines and good hygiene</p>	<p>Admin Site supervisor</p>	<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>• 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>• 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 (the same brand as used in hospitals - Clinell) 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>	

<p>To identify children that have a temperature before entry</p> <p>To provide a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p>	<p>Class team</p>	<ul style="list-style-type: none"> <li>• Class teacher / LSA to use a non-contact thermometer each morning and as the children enter. This will be wiped with an antibacterial wipe and shared (where necessary) with the other teachers/LSAs leading groups in the year group. Parents/carers to stay until the temperature has been checked. Any child with a temperature (over 37.8 degrees) will go home with their adult. This is not currently statutory guidance.</li> <li>• A member of the admin team checks emails throughout the day to pick up on any email requests from the teaching team (LSAs and teachers) for additional support, guidance or supplies.</li> <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. The document 'Coronavirus (COVID-19): guidance for educational settings' (20<sup>th</sup> May 2020), will be adhered to. This includes -</li> </ul> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p>	
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		<p><i>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p> <p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</i></p> <p><i>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <u>symptoms</u>, they do not need to go home unless they develop symptoms themselves*. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people'.</i></p> <p><i>*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 and part of the 'stay alert' message.</i></p>	
<b>Risk: Staff and Pupil Attendance</b>			
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 distance, are shielding and/or have vulnerable family members in the home setting.</li> </ul>	

		<ul style="list-style-type: none"><li>• Updated request by admin to ensure that all details, including medical info, is updated.</li><li>• An assessments 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>• Provisional audit carried out to ascertain pupil numbers in FS, Y1 and Y6 recognising children that are also shielding.</li><li>• The staffing plan currently consists of support for FS, Y1, Y6 and keyworker children/vulnerable in Y2, Y3, Y4 and Y5 in small groups for 4 days a week, and the key worker/vulnerable group on the 5th day of each week.</li><li>• Although the group size is small, LSAs are required (if not leading a group), for support and contingency purposes - toilet supervision, possible short periods of cover at break time, lunch time, sending messages to the office etc.</li><li>• Plans are in place to ensure that each class/group of children is staffed by the same familiar adults - this will involve all teachers and LSAs with different activities allocated to those at home and shielding.</li><li>• A contingency plan is developed to cover staff absence/sickness.</li></ul>	
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		<ul style="list-style-type: none"> <li>• Daily monitoring of pupil numbers to build into to the plans for the next day and week. It is anticipated that numbers will steadily grow.</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.</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.</li> <li>• Regular meetings timetabled to allow staff opportunities to express concerns.</li> <li>• Access to well-being and mental health support communicated and shared with staff - provide access details for the school nurse and other appropriate organisations.</li> <li>• Weekly check-ins (as a minimum) with every staff member.</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>• Draft risk assessment written in partnership with all staff and school governors is shared on Wednesday 20<sup>th</sup> May.</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection (as outlined in this risk assessment).</li> </ul>	

		<ul style="list-style-type: none"> <li>• Clear expectations for parents have been shared and forums provided to respond to questions and concerns - individual emails, phone calls and a Zoom meeting for parents/carers in all year groups planned.</li> <li>• 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 ie, long trouser and tops.</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 and shared with Parents/Carers for pick up and drop off arrangements	HT and SLT	<ul style="list-style-type: none"> <li>• Staggered start and end times have planned for with all timings shared.</li> <li>• Requirements have been shared with parents through Arbor communication and reiterated in Zoom meetings.</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>• Guidance for morning temperature checks and collection during the school day (where required) has been established and shared with parents through Arbor communication and reiterated in Zoom meetings.</li> </ul>	
<b>Risk: Maintaining Cleanliness</b>			
Deep clean of the school prior to reopening	External cleaning company	<ul style="list-style-type: none"> <li>• Class teachers / LSAs to strip down their classroom and the areas directly outside their room to ensure that there are minimal resources out. Soft</li> </ul>	

	with sign off by HT, Business manager and Site supervisor	<p>furnishing and toys are stored away. Additional resources including tables and chairs are identified to the site supervisor, labelled and stored.</p> <ul style="list-style-type: none"> <li>• SLT to support this and offer advice in order to ensure there is consistency across the school.</li> <li>• Displays that actively encourage interaction / touching are taken down.</li> <li>• There are no expectations for new displays during this time - the priority is for safe and tidy spaces.</li> <li>• Once the classrooms are prepared, there will be a deep clean from an external specialist company - this will be at the end of the half term week and will take 3 days.</li> <li>• 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.</li> <li>• A sanitising clean is commissioned every Friday.</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">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• A copy of this risk assessment is shared with the cleaning company.</li> </ul>	

		<ul style="list-style-type: none"> <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, toys, teaching equipment/resources, bannisters, light switches, books, toilets, sinks. Cleaner are using disposable cloths.</li> <li>• Additional cleaning capacity is planned for the Friday sanitising clean.</li> </ul> <p><i>*Children's books will not taken home to be marked. Children will be encouraged to leave their work books open for marking.</i></p>	
Ensure cleanliness of outdoor equipment is maintained	All staff an site supervisor	<ul style="list-style-type: none"> <li>• 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.</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> <li>• At this first stage, children are encouraged to arrive at school by foot or in cars without scooters and bikes. This will be reassessed regularly.</li> </ul>	
<b>Risk: Safeguarding</b>			
Recommission all systems before re-opening	Site Supervisor	<p>As the school has been open throughout the lockdown period (for key worker's children and other groups), our services have not been turned off. However, additional checks will be carried out:</p> <ul style="list-style-type: none"> <li>• gas,</li> <li>• heating,</li> </ul>	



		<ul style="list-style-type: none"> <li>• water supply,</li> <li>• mechanical and electrical systems</li> </ul> <p>(and catering equipment at a later date as necessary)</p>	
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 counselling</li> <li>• Meeting the social care thresholds</li> </ul>	DSL DDSLs HT SENCo Learning Mentor	<ul style="list-style-type: none"> <li>• Possible pupils have been identified prior to June 1<sup>st</sup> with daily discussions thereafter.</li> <li>• LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support.</li> <li>• Action plans in place to ensure increased needs are addressed.</li> <li>• The Learning Mentor and SENCo work specifically on the daily and individual needs of identified children through phone calls and Zoom meetings (where the children are not in school) and in person sessions where possible (with social distancing observed).</li> </ul>	

School policies and expectations regarding safeguarding children and adults are the same as a 'regular' school down and the checks/support that has continued during the lockdown.