



Covid 19 Risk Assessment: School. Pupil, Staff

This risk assessment works alongside the initial assessment but takes account of any changes in government guidance and the increase in numbers of pupils and staff

September 2020

Submitted to LA: 5th August 2020

*Reviewed: 1st September 2020 **Amendments/updates in green***

Initial Risk Assessment for the Re-integration of Particular Year Groups: 15th May 2020

Submitted to LA: 28th May 2020

Approved by LA: 11th June 2020

Covid 19 Risk Assessment: School. Pupil, Staff

Rationale

This risk assessment is developed from the current government guidance (Guidance for full opening – school; 2nd July 2020) and is reviewed as new guidance is published. The mental health and wellbeing of staff and children are placed alongside safety as well as the practicalities and limitations of the school. The school is organised into ‘Bubbles’ as guided by the government, whilst also doing everything possible to minimise contact and mixing whilst delivering a broad and balanced curriculum (Guidance for full opening – school; 2nd July 2020). The government recognises that organisation of a school is affected by the children’s ability to distance from staff and from each other, the lay out of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum. Following this guidance, whilst also taking into the consideration the age, lay out and logistics of Lowerplace Primary School, for September 1st 2020 ‘bubble’ sizes will be year group size. There is no expectation of the children within a Bubble to social distance between them and, therefore, may play and work in close proximity of each other, staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity. In addition to this, if needed, all staff can operate across different bubbles to facilitate the delivery of the school timetable, such as PPA and individual pupil support plans. Staff will therefore cross bubbles to provide pastoral care, interventions and/or SEN support in line with statutory requirements. This will be under the direction of the Headteacher.

Symptoms as on 1st July 2020 are described by NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

System Controls (Guidance for full opening – schools; 2nd July 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools#section-2-school-operations>)

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
- 5) minimise contact between individuals and maintain social distancing wherever possible. Schools must properly consider this and put in place measures that suit their particular circumstances.
- 6) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances, for example a medical mask instructed to be used for specific clinical reasons and evidence is shown for this.

Response to any infection - must be followed in every case where they are relevant.

- 1) engage with the NHS Test and Trace process
- 2) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) contain any outbreak by following local health protection team advice

Covid 19 Risk Assessment: School. Pupil, Staff

1. Risk Assessment for Coronavirus (School)

Minimal Risk	Moderate Risk	Substantial/Extreme Risk
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Hazard Observed	Children and/or staff will transmit or become infected with COVID-19	
Who may be harmed?	Children, Staff, Anyone in contact with the above	
Control measures by	All staff Children LA cleaners, LA catering staff	
Risk rating before controls	Control measure/notes	Risk rating after controls
	<ul style="list-style-type: none"> • Children and Staff in School 1. Children coming into school who are clinically extremely vulnerable (and have a letter from the DFE/NHS officially stating this) will have an Individual Care Plan in place prior to returning to school and other children will be encouraged to wash their hands frequently, as outlined in this risk assessment. 2. If a staff member lives with an identified clinically extremely vulnerable person or is clinically extremely vulnerable themselves (and has a DFE/NHS letter stating this) and has concerns returning to work, they will be offered an individual risk assessment to be put in place. 3. Should factors affect the safe provision for children at Lowerplace, the school and governors will reserve the right to review the arrangements and make immediate recommendations resulting in rapid changes if necessary, which may include a return to Home Learning or Blended Learning e.g. rotas involving a mixture of onsite lessons and home learning (pending government guidance). 4. As per the Government’s guidance, ‘bubble sizes’ will change from September 2020 to enable effective provision for children. Due to the age and risk associated with the children at our school, we will consider each year group as separate bubbles (bubble sizes from 60 – 90 children). Although, we will avoid large gatherings, such as assembly. Break and lunchtimes will be as a year group bubble, but staggered lunchtimes will reduce the amount of time a whole year group gather together. For the majority of the time the classes will be working as a class bubble. We will continue to promote social distancing between year groups. Organisation will be in place to reduce children mingling with children from outside their ‘bubble’ within the week. 5. EYFS are a year group bubble and due to the resources in the outside area and layout they will be allowed to mingle though social distancing and hygiene will remain a high priority. 	

6. In KS1 and KS2, where possible, children will sit side by side rather than face to face, although this will not always be in rows due to classroom size.
7. Each Bubble may receive support from intervention staff as needed, following the advised 2 metres distance or 15 minutes time limit. Intervention staff have been organised so that they should only have to support across two-year group bubbles. Staff supporting across classes will be asked to do so in identified intervention spaces and where possible outside.
8. Should staffing ratios become impacted by external reasons e.g. illness, parents will be contacted immediately in order to make arrangements for the care of their children. Learning will be sent home via Google Classroom. School are aware of families who do not have access to IT equipment and a system is in place to loan equipment if needed.
9. Staff, children and parents are encouraged to walk or cycle to school whenever possible. A parent survey has been sent out to identify any families who need to use public transport to get to and from school so that the wearing of masks can be promoted.
10. Singing should take place in small groups of no more than 15 and where possible children should social distance, be positioned back to back, or side to side and in a well ventilated room or outside if possible. Wind instruments such as recorders must not be shared and the guidelines for singing should apply. These need to be soaked overnight in a Milton solution or washed in the dishwasher before being used again. Rochdale Music have their own risk assessment that will be followed if they are delivering music lessons in school.

- **Coming into school and going home**

11. When staff and children come into school, they will be required to wash/sanitise their hands upon entry. They will be asked to wash and sanitise their hands frequently throughout the school day, including before and after break and lunchtime. Children and staff will be re-taught and reminded how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind everyone of hand washing. Everyone must wash their hands for at least 20 seconds each time. Staff and children must follow the advice by the government. <https://www.gov.uk/government/news/public-information-campaign-focuses-onhandwashing>
12. A drop off and collection systems has been trialled over the summer term and will be used in September. There are different start and finish times as well as entrances/exits for all year groups to reduce the number of people on site at one time and reduce possible congestion points. All parents have been advised of this through a letter sent on 16th July 2020. In addition an information booklet that will be sent to all families before the start of the term setting out the expectations for September. See Appendix 1 (Staggered start and finish times), Appendix 2 (Map of the school showing drop off points)
13. Parents arriving by foot, bike or scooter must keep a safe distance from other families. Parents are not allowed to come inside the classroom.

	<ul style="list-style-type: none"> • Hygiene within school <ol style="list-style-type: none"> 14. Antibacterial dispensers are located in classrooms, learning areas, reception and staffrooms 15. Staff and children are encouraged to use the paper towels where possible instead of hand-driers. 16. Staff and children are advised to not touch their mouth, nose and eyes. 17. Boxes of tissues need to be in places where children and adults are working and playing. 18. Used tissues to be placed by the child in a foot-operated, lined bins. There are also bins in staffrooms, toilets and halls. These will be emptied at least once a day. 19. Children taught to cough and sneeze into their elbow and away from the direction of other children and adults if they do not have a tissue. They must be asked to wash their hands after they have coughed or sneezed. 	
	<ul style="list-style-type: none"> • Objects in school <ol style="list-style-type: none"> 20. Children will not be able to bring in toys or treasures from home, in order to reduce the number of items passing between home and school. 21. PE lessons are outside sports and the activities have been identified for each year group. 	
	<ul style="list-style-type: none"> • Moving around the school and use of the different areas <ol style="list-style-type: none"> 22. Playtimes and walking in corridors are staggered to avoid groups of children and adults being in close proximity 23. Playtimes, working outside, hall use, taking smaller groups into different areas to work and other areas of the school to be timetabled for groups of children. Social distancing will be encouraged and the same children and the same adult working in the same area as far as is possible. 24. The outside areas are zoned off into sections so that different year groups/classes can timetable their use. 25. All staff will maintain a 2metre distance where possible at playtime and lunchtime and, where closer contact is necessary, staff members from that bubble will be used to support. Staff must frequently wash their hands throughout lunchtime, staff all have their own sanitiser attached to their lanyard. Additional hand sanitiser will be available in the halls. 	

	<p>26. All children must visit the toilet and wash their hands prior to going to the hall for lunch. If a child leaves the lunch hall they must reapply hand sanitiser on their return.</p> <p>27. Additional staffroom areas have been identified in reduce the number of people in one space. Lunchtimes must be taken as a year group bubble and staff are expected to wash any crockery they use using hot soapy water and replace in the cupboards. Surface should also be wiped down prior to leaving. Staff must use their judgement on whether a room is too full for them to keep a safe distance, moving to another room if necessary.</p> <p>28. Playground and EYFS equipment (static and non-static) to be wiped down after use prior to being put away. It must be cleaned between uses of children.</p> <p>29. Sprays and cloths to be available to all staff to wipe equipment after use. Each classroom has a cleaning station. It is the responsibility of the staff in the classroom to restock the station. Stock is kept in the Additional Cleaning Stock cupboard located outside the headteacher's office.</p> <p>30. If sports equipment is used during lessons, it needs to be cleaned before and after use to enable class Bubbles to participate in shared game activities (In line with the Government Guidance of 1st June). Staff to take their class spray and cloths to the PE area with them. The focus for the autumn term will be outdoor, non contact sport activities</p>	
	<p>• Medical equipment</p> <p>31. Each class will have their own medical bag which the TA will take out at break time and lunchtime. The bag will contain basic medical kit</p> <ul style="list-style-type: none"> - medication, asthma pumps, Epi Pens etc for individual children within that group - nappy sacks (to place the used kitchen paper in and then dispose of in the class' lidded tissue bin) - disposable gloves - disposable aprons (for treating suspected corona cases) - disposable mask (for treating suspected corona cases) <p>32. Where possible, comfort a child with words. There may be a situation where an adult feels the need to comfort a child physically. The adult must ensure that they keep this to a minimum; keep their face away from the child and wash their hands afterwards. Any adult who does not want to comfort a child physically does not have to do so.</p> <p>33. The wearing of face covering or face mask (or any form of medical mask), unless instructed to be used for specific clinical reasons, in school is not recommended by the government. This applies to staff and children as face coverings can inadvertently increase the risk of transmission, if not used correctly children would be particularly susceptible to this spread.</p>	

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Update 01/09/2020:

DfE guidance issued on 28/8/2020 states that in primary school, headteachers have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings where social distancing is not possible in areas outside of classrooms. Following staff discussions, it has been agreed that staff will wear a mask/visor at drop off and pick up times. Staff may also opt to wear a visor when working very closely 1-1 with a child and in areas outside of the classroom. Staff that have been shielding have the option to wear a visor at all times if they wish.

- **Visitors**

34. Visitors to the school will be asked to wash their hands and follow the poster which shows guidelines on safe ways to do this. This will be pointed out to them by office staff.

35. Specialist therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual by coming into school. They



COVID 19 Visitor's Agreement.docx

will given a visitor's agreement and be asked to adhere to it. Where possible this will be sent out in advance.

36. A record will be kept of all visitors and contact number. This information will be held for 3 weeks then destroyed in line with the Track and Trace guidance provided by the LA. A poster will be displayed to inform visitors of this process.

37. Visitors, who are deemed essential, including delivery personnel, are told not to enter the school if they are displaying any symptoms of the coronavirus and asked to adhere to government guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid19-infection>

- **Staff and children showing symptoms**

38. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and parents are advised to follow 'stay at home: guidance for

households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days from the onset of symptoms and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If there is a confirmed case in school, the Infection Control Duty Desk will make a decision and will advise the school on whether there is a need to send people home who have been in close contact with the confirmed case. If children are identified as having been in close contact with the person who has tested positive, they will need to self isolate for 14 days since when they were last in close contact with that person when they were infectious. Do not send your child to school if they display any of these symptoms of Covid 19, if they do you must notify the school and arrange for a test to be carried out.

Staff in school must follow the government guidelines given on the government site <https://www.gov.uk/government/publications/covid19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

if they are experiencing the signs and symptoms of coronavirus. Inform Karen Martin (headteacher) or Elaine Sale (office admin) immediately and follow the school procedures for sickness absence. Staff are now able to self-refer themselves for testing, either via a drive through test or a home testing kit – the aim of this is to find out if they have COVID. If negative, staff can return to work when they deem themselves to be sufficiently well. If the results are positive, you will need to isolate for 10 days and members of your household for 14 days. This is not an anti-body test so it could be negative and then a staff member could get COVID 19 at a later date.

38. School will contact the Infection Control Duty Desk immediately if a positive result to a COVID-19 test becomes apparent. The Duty Team will give the school actions they need to take and send home those people who have been in close contact with the person who tested as positive, advising them to self isolate for 14 days. This is likely to result in a whole bubble being sent home if two or more individuals have a positive test result at any one time. Close contact means face to face with the infected individual for any length of time within a metre or has been between 1 and 2 metres for longer than 15 minutes. (see appendix 3: Guidance for Childcare and Educational Settings in the Management of Covid-19)
39. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.
40. The self-referral system for an antigen test can be found here: <https://selfreferral.test-for-coronavirus.service.gov.uk/>
41. Latex-free Personal Protective Equipment (PPE) to be provided in each school building and all first aiders have been issued with their own kit they must carry with them at all times. These to be used if a child or an adult show signs or symptoms of Coronavirus (headache, high temperature, coughing, generally unwell). PPE Pack to include:
 - Disposable gloves for examining or treating children or adults in school or exposure to bodily fluids and chemicals (such as detergents); also, to be used when working around equipment or objects that may be contaminated. They must be changed for a new pair after each episode or change of child.

- Loose-fitting surgical masks for pupils and adults in school who show symptoms of Coronavirus. These must be used immediately, whilst ensuring if they are a child, they are taken to a different room monitored from a distance until the parent has been contacted and makes arrangements for their child to be collected.
- Disposable plastic aprons to be used when examining or treating children or staff in school, or to protect clothing from chemicals such as detergents; also, to be used when working around equipment or objects that may be contaminated. Aprons must be changed for a new one after each episode or when dealing with a new child.
- Visor

42. Staff are expected to wear cotton face masks when travelling to or from work and using public transport. These must be washed at 60 degrees. In line with current local guidance issued to Rochdale residents, people are being encouraged to wear masks in public as much as possible. We expect staff to model this expectation. This additional area specific advice is being kept under review.
43. Staff must be vigilant and report concerns about a child's or an adult's symptoms to a member of the SLT. If a child becomes ill in school, the flow chart on Appendix 3 (which is also on display around the school) must be followed. Please note that the blue room must be used and the child supervised through the glass door with a member of staff positioned outside the door.
44. Children and staff showing symptoms must come into contact with as few members of staff as possible.
45. Children and staff showing symptoms must use the toilet in the blue room which will then be closed off until a deep clean has taken place.
46. The Administration of Medication Policy must be followed.
47. When a child or staff member has shown symptoms, areas and static equipment and furniture of the school that have been used by the child/adult must be closed off for 48 hours and a deep clean arranged to take place immediately after the 48 hours has lapsed. This means that the blue room will be closed off. If another child shows signs of Corona virus, the KS2 intervention room will be used and the child supervised through the glass by an adult on the outside of the door. This may mean making alternative arrangements for learning, eating and playing for all in school.
48. When a child or staff member has shown symptoms, any items of school equipment (eg. toys, books, writing utensils, cutlery etc.) that have been used by the child/adult should be disinfected/ sanitised so far as possible.
49. Children and their household will have access to testing if they display symptoms of coronavirus and are eligible to attend school. To access testing, parents will need to contact the 111 service either online or by calling. Parents will be made aware of this service by email. Where the child, or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child or staff member within a Bubble tests positive, the rest of the Bubble should be sent home and advised to isolate for 14 days. In some cases, a larger number of other children and adults may be asked to self-isolate at home as a precautionary measure. The other

household members of the wider Bubble do not need to isolate unless the child or staff member they live with develops symptoms. Current guidance is that if two or more cases are confirmed through a positive test result within 14 days or there is an increase of confirmed cases in school, the school will be required to close to children and parents.

50. 999 will be called if serious symptoms are being demonstrated.
51. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. PPE equipment must be worn when supporting a child or an adult with symptoms.
52. Adults supporting a sick child should wash their hands thoroughly for 20 seconds after any contact.
53. Cleaning the affected area with household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
54. Waste from possible cases and cleaning of areas where possible cases have been will be put in a plastic rubbish bag and tied. The bag will be placed in a second bin bag and tied. This bag must then be stored away from adults and children and will not be put into communal waste until a negative test results or it has been stored for 72 hours. It can then be placed in the communal rubbish.
55. Staff must check the NHS website regularly to look for updates and apply this to their practice.
56. Relevant information will be sent to parents on updates on coronavirus regularly regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms. If a child/adult in school are living with someone who is showing signs, they will be required to take a test using the website <https://www.nhs.uk/ask-for-a-coronavirus-test>
57. Names of children, staff and parents who have had or are having coronavirus symptoms will be kept confidential.

- **Policies and training to support keeping safe from COVID-19 58.**

58. The school has a Health and Safety Policy, First Aid Policy which reflect the procedures for COVID-19 which it follows and is available on the school's website and the Staff shared drive.
59. All staff have regard to legalisation to the - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 14 2013 through this link <https://www.oshcr.org/riddor-reporting-of-injuriesdiseases-and-dangerous-occurrences-regulations/>
 - The Health Protection (Notification) Regulations 2010 through this link <http://www.legislation.gov.uk/uksi/2010/659/contents/made>
 - Public Health England (PHE) (2017) Health Protection in schools and other childcare facilities' through this link <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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| | <p>61. The school community is aware of and is requested to consult the Stay at Home guidance available on https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possiblecoronavirus-covid-19-infection</p> <p>62. All staff complete the Virtual College An Introduction to Infection Prevention and Control online course by 2nd September 2020. https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention</p> | |
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Covid 19 Risk Assessment: School. Pupil, Staff

Hazard Observed	Children will transmit infection to the home environment	
Who may be harmed?	Family members including those who are vulnerable	
Control measures by	All staff, Parents, Children	
Risk rating before controls	Control measure/notes	Risk rating after controls
	<ol style="list-style-type: none"> 1. Children will wash their hands before leaving school at the end of the day. 2. Children must bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school. 3. Used tissues to be placed by the child in a pedal operated lined designated bin. 4. Children will wear uniform to school. Children will come to school in their PE kit on the relevant day. 5. Home Readers will be issued weekly – when collected in they will be stored separately for 7 days. 	

Hazard Observed	Infection may be transmitted via the physical school environment	
Who may be harmed?	Children Staff Family members others	
Control measures by	All staff, Parents, Children LA cleaners, LA catering staff	
Risk rating before controls	Control measure/notes	Risk rating after controls
	<ol style="list-style-type: none"> 1. The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes and sprays provided by the school. 2. Items that are not possible to be cleaned throughout the day, such as soft toys, soft furnishings, dressing-up clothes, toys/games with small components, will not be made available to staff and children in school. Such items will be stored away in boxes. 	

3. Doors and windows to outside areas need to be kept open to encourage good ventilation, when not too cold to do so. In the case where an external door cannot be used, all windows should be opened.
4. Internal doors and windows to be kept open to avoid them being touched too often.
5. Small equipment/maths equipment like counters etc to be left in a Milton bath overnight and then drained and put on paper towels next morning to dry. If children are unable to have their own individual set
6. Areas in which children and adults are spending time, needs to have easy access to sterile wipes. Packets of wipes are available in all rooms and staff should use these to wipe objects and surfaces. Also provided is disinfectant spray and cloths for the purpose of wiping door handles, chairs, objects, etc.
7. Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed.
8. Children should know to use only the designated toilets.
9. Children should be encouraged to observe social distancing; staff will encourage this by modelling it.
10. Adults should wear latex gloves when performing any medical or care routines with children.
11. Broken or missing items that make cleaning surfaces, objects and washing hands difficult (for instance, no wipes, broken towel dispensers, no soap) needs to be reported to a member of SLT who will make arrangements for these to be fixed/replaced. Paper towels need to be provided at all times in case of a faulty towel dispenser.

Covid 19 Risk Assessment: School. Pupil, Staff

2. Risk Assessment for Children (including Well-Being Risk Assessment)

Minimal Risk	Moderate Risk	Substantial/Extreme Risk
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Hazard Observed	Who may be harmed?	Risk rating before controls	Control measure/notes	Risk rating after controls	Control measures by
Fear of contracting corona virus	Staff Children		<ol style="list-style-type: none"> 1. Child-safe hand sanitizers placed in relevant areas and good hygiene routines embedded. 2. Opportunities for pupil voice to monitor the feelings and understanding. 3. Nurture worksheets available to support children in expressing their worries or concerns. 4. As parents will be unable to have daily interaction with teachers at the classroom door (and vice versa) due to pick up and drop off arrangements. Parents will be frequently reminded to raise any concerns or request communication via info@lowerplace.rochdale.sch.uk this provides a channel for parents to discuss any concerns easily. 		All staff Children
Difficulty returning to Lowerplace's routines, expectations and ethos Feeling overwhelmed by the changes in place in school Anxiety and difficulty adapting to	Staff Children		<ol style="list-style-type: none"> 1. Behaviour expectations upheld by all staff 2. Maintaining the usual school routine in school as far as is possible under the guidelines of the government 3. Timetables to attempt to have the same activity happening at the same time each day as far as is possible 4. Mrs Mulkeen, Mrs Bi and Mrs Kelly as well as headteacher and deputyhead at drop off points to greet children warmly to ensure they feel safe coming to school. Communication with parents maintained, via phone and email to ensure any worries or concerns can be addressed at school. 5. Weekly child emotions survey to take place to gain feelings of class once they are in school. 6. Opportunities throughout the school day for pupil voice to be shared. 		All staff Children

changes in school and the environment			<p>7. Additional transition steps in place for children identified as persistent absentees or identified anxiety needs</p> <p>8. Learning focus for the first two weeks is based on restorative texts. Expectations shared with staff.</p>  <p>Guidance for Curriculum Planning :</p>		
Children find relationships with other children challenging due to long periods of isolation from those outside their families	Staff Children		<ol style="list-style-type: none"> 1. Structured timetable throughout the day to include social skill learning and social skill practising. 2. Lunchtime/Playtime games to be played which promote social distancing but encourage communication, sharing and empathy. Resources used and shared across classes. 3. Circle Times and discussions to be mindful that some children may have not been in school during the closure and may need this. 		All staff Children

Covid 19 Risk Assessment: School. Pupil, Staff

3. Risk Assessment for Staff (including Well-Being Risk Assessment)

Minimal Risk	Moderate Risk	Substantial/Extreme Risk
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Hazard Observed	Who may be harmed?	Risk rating before controls	Control measure/notes	Risk rating after controls	Control measures by
Fear of contracting corona virus	Staff Children		<ol style="list-style-type: none"> 1. The 'Coronavirus Risk Assessment' updated regularly and reflects the government guidelines, informs on what to do to keep self and others safe in school; how to respond if a child or staff member shows symptoms of the virus; PPE use and rooms. 2. Government links to keeping safe in the pandemic emailed to staff at relevant points (i.e. changes to the procedures or increase of staff/children in school) as a reminder to procedures. 3. The 'Coronavirus Risk Assessment' and return to school strategy to be sent via email to all staff and governors as it is updated or there is a change in procedures at school (increase of staff/children in school) 4. Signs around the school to remind staff and children of social distancing, hand washing etc 5. Hand sanitisers in school in all staff areas, including staff rooms, entrance to school, classrooms and offices. Staff all issued with one sanitiser to attach to lanyard 6. Statement – 'remember social distancing' offered to staff to use when they feel that other staff members are not applying the procedures set out in the current risk assessments. 7. Staff directed to complete online course on the prevention and control of infection prior to 3rd September. This will offer knowledge and guidance to give them confidence in returning. https://www.virtual-college.co.uk/courses/health-andsafety/introduction-to-infection-prevention 8. Individual risk assessments in place for identified staff to ensure they feel safe to return 		All staff Children LA cleaners, LA catering staff

Hazard Observed	Who may be harmed?	Risk rating before controls	Control measure/notes	Risk rating after controls	Control measures by
Feeling of loss of control/trust through not understanding controls in place	Staff		<ol style="list-style-type: none"> 1. Presence of SLT in school 2. Open door policies in school to SLT 3. Regularly sharing of information, risk assessments, government links 4. SLT reiterating the message to staff that they need to follow procedures and concerns need to be discussed with SLT rather than with other members of staff so that anxieties can be addressed and questions answered by SLT whilst also reducing the risk of spreading the anxiety among staff. 5. Staff Meeting via zoom for training purposes and to address any concerns, keeping the rules of social isolation, before returning to school. 6. Staff survey going out after first two weeks of the opening in September, giving staff the opportunity to express how they are feeling, what they feel they need to support them further and after the transition. SLT to collate and put in measures that are appropriate and deemed as supportive and beneficial to staff wellbeing 		All staff, LA cleaners, LA catering staff
Difficulty returning to the Cambridge's work ethos	Staff, Children		<ol style="list-style-type: none"> 1. Safeguarding procedures and other SLT agreed policies to be sent out to staff prior to reopening to all children in September. Safeguarding training provided prior to the start of term. (2nd Sept 2020) 2. Maintaining the usual school routine in school as far as is possible under the guidelines of the government 3. Staff encouraged to contact SLT members with concerns 4. Ensuring staff take responsibility as individuals to ensure that of their own safety and others by hand sanitising before using equipment in staffroom, such as water heater, taps 		All staff, LA cleaners, LA catering staff,
Feeling overwhelmed by risk assessments and new	Staff Children		<ol style="list-style-type: none"> 1. Staff sent policies and procedures prior to reopening to all children in September 2. Staff take responsibility for reading and following, asking SLT questions where necessary. 3. SLT open door policy 		

Policies and procedures due to coronavirus			4. Checklist provided for each classroom instructing staff on how to set up the classroom (e.g. ventilate room, air dry overnight sterilised toys etc) as part of the staff handbook for September		
Anxiety over children and their reactions to the Covid19 or experiences during school closures Difficulty knowing how to support children	Staff Children		<ol style="list-style-type: none"> 1. Safeguarding procedures reminded to all staff prior to opening 2. Head Teacher/SENCO/Pastoral Manager available at all times for anxious children 3. Head Teacher/SENCO/Deputy Headteacher to check in on children throughout the day 4. Reflection opportunities in class on a daily basis and to include all adults and all children. 5. Sharing of staff experience and ideas via email to support colleagues in supporting children. 6. Head Teacher available at all times for advice regarding pupils. 		All staff,
Difficulty knowing how to support anxious staff	Staff Children		<ol style="list-style-type: none"> 1. All staff knowing that they must address concerns with SLT 2. Staff knowing that they need to refer colleagues to SLT when they see the colleague as anxious. This can be done by discussing the colleague with SLT and suggesting to the colleague that they see a member of SLT and support them to do so. 		

Covid 19 Risk Assessment: School. Pupil, Staff

Appendix 1

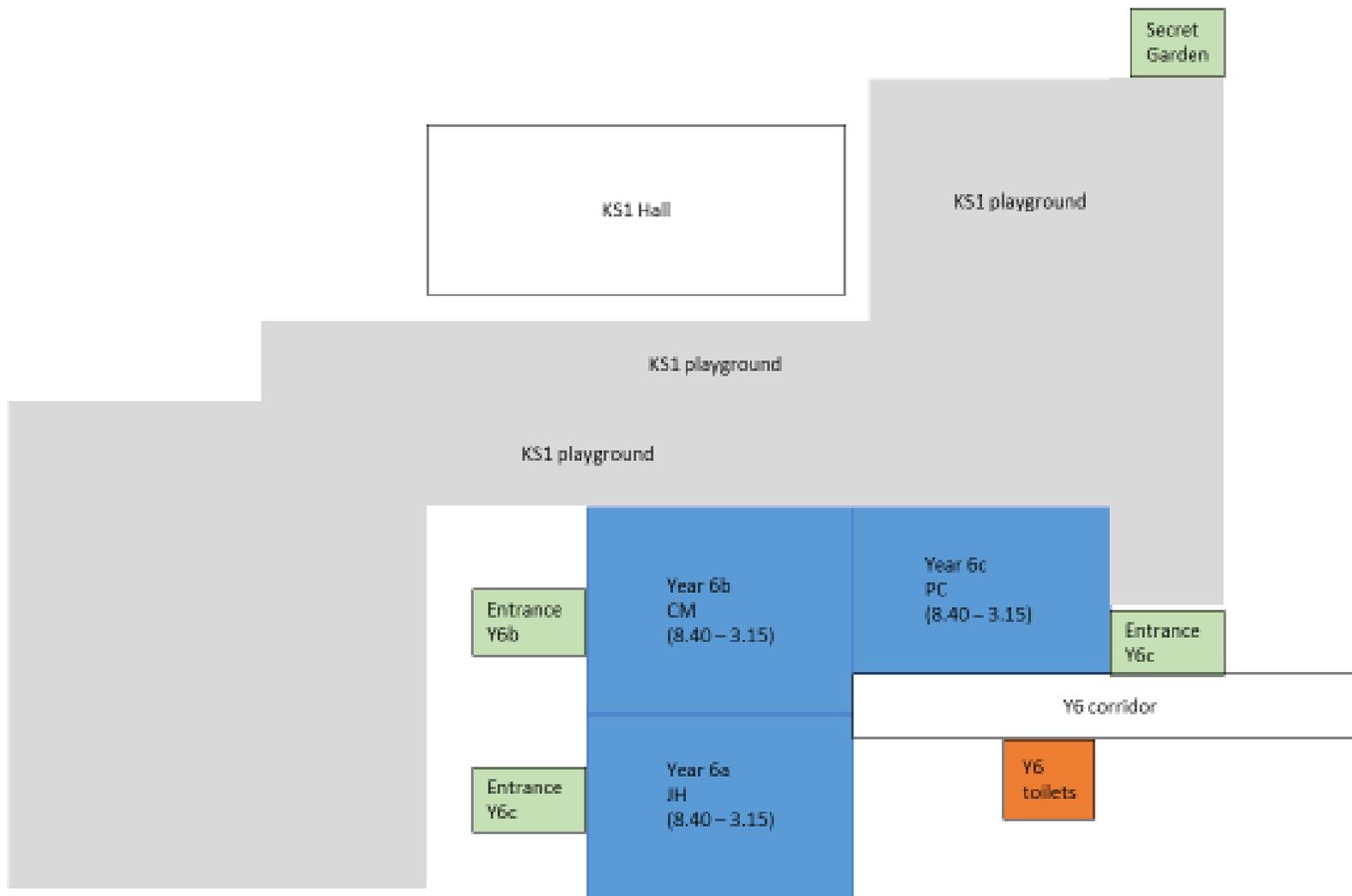
Start and End times for the School Day:

We need to reduce the amount of human traffic both on the school site and on the roads at peak times.

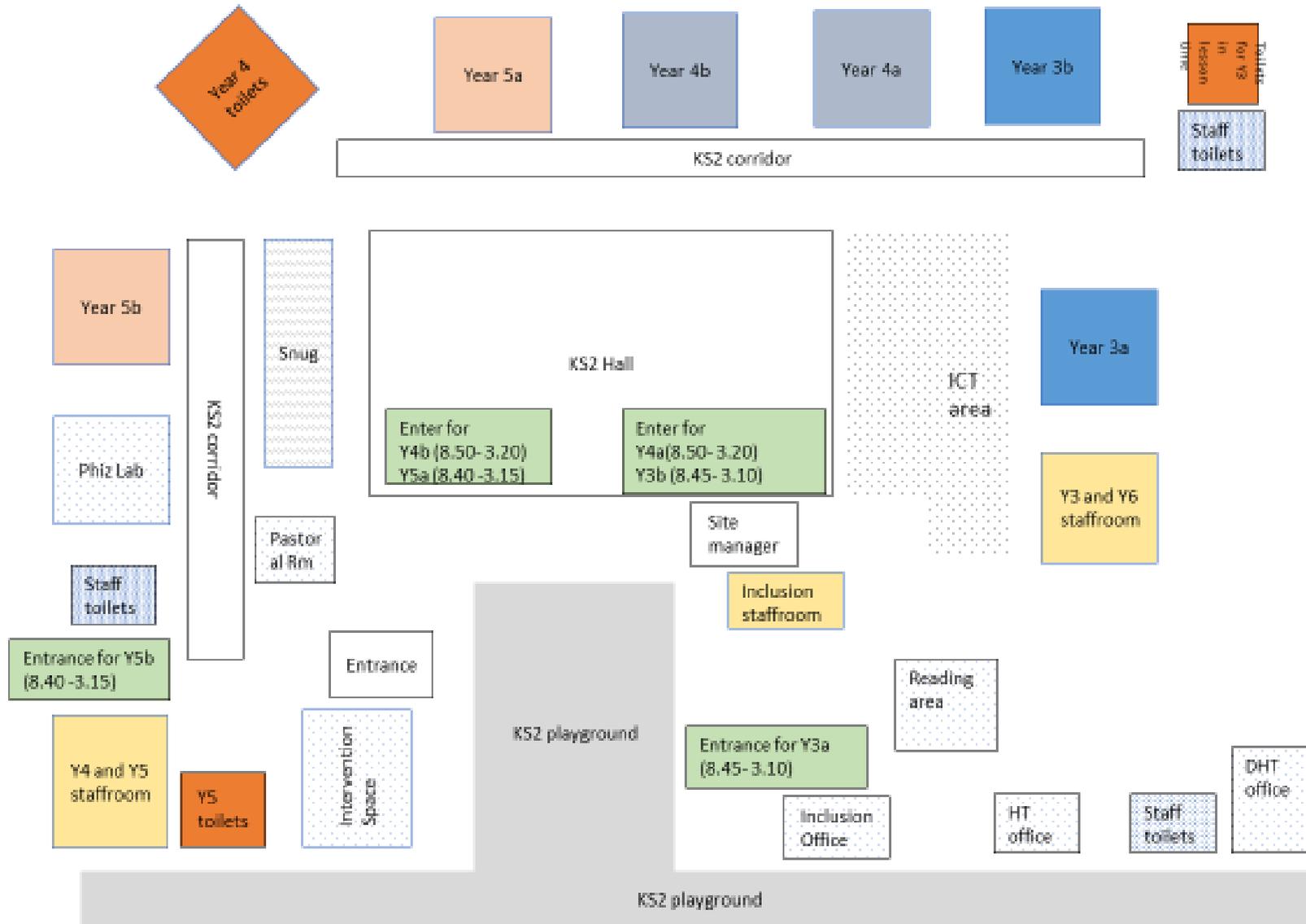
Start and end times are staggered, and we they have been co-ordinated to enable parents to drop off children in different year groups. In addition, all year groups are receiving more than the statutory recommended hours of teaching time over the course of a week despite the Friday afternoon closure.

	Drop Off	Pick Up	Pick Up	Entrance
		Mon- Thurs	Fridays	
Ra	8.50	3.00	1.00	EYFS gate entrance
Rb	9.00	3.10	1.10	
Rc	9.10	3.20	1.20	
1a	8.45	3.10	1.15	Fire door by the main office
1b	8.45	3.10	1.15	Secret Garden gate via the playground
1c	8.45	3.10	1.15	Left hand KS1 hall door
2a	8.50	3.15	1.20	Secret Garden gate via the playground
2b	8.50	3.15	1.20	Left hand KS1 hall door
2c	8.50	3.15	1.20	KS1 entrance door (far side of playground)
3a	8.45	3.10	1.15	Inclusion Office door
3b	8.45	3.10	1.15	Right hand hall door
4a	8.50	3.20	1.25	Right hand KS2 hall door
4b	8.50	3.20	1.25	Left hand KS2 hall door
5a	8.40	3.15	1.20	Left hand KS2 hall door
5b	8.40	3.15	1.20	Door near the kitchen path (Staff will direct from KS2 playground)
6a	8.40	3.15	1.30	Classroom door of new building in Charter St playground
6b	8.40	3.15	1.30	Classroom door
6c	8.40	3.15	1.30	Classroom door

Year 6 Building - Room Use in September 2020



Kingsway Building - Room Use in September 2020



Guidance for Childcare and Educational Settings in the Management of Covid-19

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases. If you have any infection control concerns or questions please call the Infection Control Duty Desk (Single Point of Contact) on **01706 923300**. If the matter is not urgent you can also email

InfectionControlDutyDesk@Rochdale.Gov.UK

GUIDANCE: Visit [gov.uk/coronavirus](https://www.gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test)

COVID-19 Case Definition: (as of 18/05/20)

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

Cleaning: For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection. All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

