

## Newbottle & Charlton CEVA Primary COVID-19 Risk Assessment Plan

The following risk assessment is to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government directive to open schools to all pupils

UPDATED FOR Jan 2021 V9

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>• Lunchtime provision – how, when, where?</li> <li>• Using outdoor space to minimise transmission</li> </ul>	<p>All staff</p>	<ul style="list-style-type: none"> <li>• Classes will each form a bubble to minimise mixing and adults will stay within their class bubbles. VE will be able to support teachers outside in all classes socially distanced (as per the guidance from Dfe). Max of 15 in each bubble due to space for social distancing etc.</li> <li>• Classroom entry and exit routes have been determined and appropriate signage in place. Fire-exits to be used and corridor to be used minimally by adults if needed.</li> <li>• Classrooms have been arranged to allow as much space between individuals as practical. Front facing desks used where possible. (KS1/2)</li> <li>• Class break duties will ensure only one bubble at a time is on the playground. Minimal equipment will be used.</li> <li>• Lunches to be eaten in classrooms or hall. Freshstart to make hot meals and provide care packages. These to be made off-site. Children to eat in classrooms. Adults to be split so each supports one class with 20 minutes on the playground per class and the rest of lunch eating or indoor play (see timetable).</li> <li>• Wrap-around care to be available for key worker children. Use of hall with strict social distancing and</li> </ul>	

		<p>overflow of meadow if numbers get over 6. There will be minimal resources available which will not be shared.</p> <ul style="list-style-type: none"> <li>• Staff room- This will be split into the meadow and staff room- Due to social distance in space, corridors and stairs. Staff to sit socially distanced on tables in hall within their bubble and clean surfaces at the end of each sitting. Staff to sit in regular seats.</li> <li>• Virtual worship will be carried out by members of staff and clergy where appropriate. There will be no singing outside due to weather conditions.</li> <li>• Good Ventilation to help reduce spread- Opening windows (in cooler weather window should be opened just enough to provide constant background ventilation, and opened more fully during break and lunch time when spaces are unoccupied by children to purge the air space (this can include opening fire exit doors for Oak, Ash and Elm. Birch should only open door if adults are still in classroom). Opening internal doors can also assist with creating a throughout of air. Furniture could be rearranged to avoid draughts. Children can layer up if needed underneath uniform in colder weather. Heating will be used to help ensure comfort levels- particularly in occupied spaces.</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>HT All staff</p>	<ul style="list-style-type: none"> <li>• Staff to wear face coverings- including masks and or visors in class and around school environment if staff would like to.</li> </ul>	
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs</p>	<p>HT All staff</p>	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and in classes where felt it may be needed and can be accessed by all staff members as and where required <b>in exceptional circumstances.</b></li> <li>• Write/review personal care plans</li> </ul>	

<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	<p>HT All staff</p>	<ul style="list-style-type: none"> <li>Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances. Staff to contact HT if feel it is needed and moved to contained room.</li> </ul>	
<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p>	<p>All</p>	<ul style="list-style-type: none"> <li>Identified room has been located enabling and contagion be contained- Orchard Room.</li> <li>Arrangements informing parents in place. Parent to pick up children and exit through Green door, when picked up to minimise spread. Area to be cleaned appropriately afterwards. Same procedures for wrap-around care.</li> <li>Parents to be advised to book a test if child goes home with symptoms- local testing or home kits. If these are unavailable at the time then one of the school testing kits will be given.</li> <li>If the test is negative and child don't have a temperature and are feeling better they can attend school again. If test is positive, schools will contact the local health care protection team. This team will also contact schools directly if they become aware that someone who has tested positive attends the school. The Dfe or health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>The Dfe or health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> </ul>	

To establish procedures to ensure regular hand washing in accordance with guidelines	All	<ul style="list-style-type: none"> <li>• Ensure ability to refill soap dispensers throughout the day</li> <li>• Posters up reminding of correct way to wash and dry</li> <li>• Children encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. – clear direction from HT.</li> <li>• Adults to supervise younger children washing hands to ensure they are done accurately.</li> </ul>	
<b>Risk: Staff and Pupil Attendance</b>			
Identify staffing levels to ensure the reintegration of pupils adheres to distancing guidelines	HT	<ul style="list-style-type: none"> <li>• Discussions had with individual staff regarding teaching face-to-face teaching and remote learning from January 2021.</li> <li>• Plan is in place to ensure that each class/group of children is staffed. Consideration given for options for deployment of staff to support the effective working of the school. (All staff available to work- At least two adults in each class minimum, office covered every day, DSL and DDSL on site, Paediatric first aider present)</li> <li>• Discussion with staff of how lunch-times and break-times will be covered.</li> <li>• Plans in place to increase staffing level for wrap-around care if needed.</li> </ul>	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT	<ul style="list-style-type: none"> <li>• Staff meeting held (virtually) to discuss any changes we can make to address concerns. This is then shared with staff and parents.</li> <li>• Regular meetings, formal and informal, timetabled to allow staff opportunities to express concerns and change any procedures if not working.</li> <li>• Access to well-being and mental health support if needed.</li> </ul>	

To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT/CoG	<ul style="list-style-type: none"> <li>• Full protocol and any new procedures shared with governing body and staff.</li> <li>• New arrangement parent letter written by Headteacher.</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>• Clear new expectations for parents to shared and reminders will be given regularly.</li> <li>• Conversations with parents if potential breaches of social distancing by parents.</li> <li>• Letters, reminders, maps to be put on the website.</li> </ul>	
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	HT	<ul style="list-style-type: none"> <li>• Due to numbers all children will start at 8:40-8:50 and finish at 3:15-3:20. Classes to take in turns in exiting via front entrance Birch to exit via fire exit in classroom)</li> <li>• Arrangements will be shared with parents in letter and newsletter and on website</li> <li>• Face covering to be worn by parents on pick up and drop off in school grounds and they will be recommended outside school gates while waiting.</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	HT	<ul style="list-style-type: none"> <li>• Guidance for collection has been established and shared with parents.</li> <li>• It will be reinforced regularly in newsletters.</li> </ul>	
<b>Risk: Maintaining Cleanliness</b>			
Deep clean the kitchen prior to reopening before food preparation resumes.	Fresh staff Start	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</li> </ul>	
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff Cleaners - clear management by HT Offie	<ul style="list-style-type: none"> <li>• Deep clean in summer holidays</li> <li>• 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>• Stock check of resources (inc tissues and paper towels) carried out and new order made before half</li> </ul>	

		<p>term. Any deliveries left in main foyer and boxes wiped down before bringing into the school building.</p> <ul style="list-style-type: none"> <li>• Office to check stocks every fortnight and report to HT if new stock order needs to be placed.</li> <li>• Lidded bins to be purchased for disposal of tissues. Will be doubled bagged and emptied twice a day.</li> <li>• Appropriate resources will be available to all classrooms. Packs to be made up of stationery to prevent sharing of regular equipment. Any other equipment that might need to be shared will be cleaned and disinfected more frequently according to protective measure guidance.</li> <li>• Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>Door handles</li> <li>Desks, table tops</li> <li>Toys</li> <li>Teaching equipment/resources</li> <li>Bannisters</li> <li>Light switches</li> <li>Books</li> <li>Toilets</li> <li>Sinks</li> </ul> </li> <li>• Use of disposable cloths</li> <li>• Additional cleaning capacity in place in day through use of teaching and support staff (including in afterschool club).</li> <li>• Resources which are not easily washable or wipeable have be removed- soft toys, cushions etc.</li> </ul>	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> <li>• Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment after each use.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Discussion had with PE coordinator on new way of delivering PE lessons and plans will be adapted to mitigate risk by using less or no resources and cleaning equipment after each bubble if they are needed.</li> </ul>	
High levels of personal hygiene	All staff and chn	<ul style="list-style-type: none"> <li>• Signs/ information posters etc with key messages in all toilets</li> <li>• Key messages shared with parents to talk to their children before returning.</li> <li>• Staff and children to use hand sanitiser before coming into school at start of day.</li> <li>• Expectations of when children must wash hands shared with staff (min, before and after break, before and after lunch, start of afternoon and end of day) Staff to use judgement of when extra times might be needed for children to wash hands.</li> <li>• Reminder of tissue use and crease of arm and washing hands if sneeze cough etc</li> </ul>	
<b>Risk: Safeguarding</b>			
Recommission all systems before re-opening	Office, HT and Gov	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> <li>• gas,</li> <li>• heating,</li> <li>• water supply,</li> <li>• mechanical and electrical systems catering equipment</li> </ul> <p>Health and safety walk about prior to opening once everything set up.</p>	
Ensure water systems are safe and operational	Clearwater + SMB	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	
Check fire safety systems	MCFP Ltd – visited May  HT/OFFICE	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• fire alarm system and emergency lights are operational</li> </ul>	

		<ul style="list-style-type: none"> <li>• Children/staff to be told the fire alarm assembly places and points– Practice every week</li> <li>• Staff told to shut fire doors as leave school building during an evacuation or drill.</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>	<p>DSLs HT SENCo</p>	<ul style="list-style-type: none"> <li>• Pupils will continue to be monitored and feedback on any new children needing further support will be weekly during staff meetings.</li> <li>• Action plan in place to ensure increased needs are addressed (if needed)</li> <li>• Use of adults in bubbles to support counselling or nurture programmes if needed. Discussion with SENCo and HT.</li> <li>• Any SEN RAs to be written separately when required</li> <li>• LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support.</li> </ul>	
<p>Safeguarding procedures</p>	<p>HT/DSLs</p>	<ul style="list-style-type: none"> <li>• Continued focus on safeguarding in staff meetings after review of policy and training in September- See website.</li> <li>• Staff are prepared for receiving any potential disclosures and have been reminded of processes.</li> </ul>	