

Risk Assessment – Full Opening – September 2020

School Name: **Burton Bradstock CE Primary School**

DATE WRITTEN/AMENDED	AMENDMENTS
Date written: September 2020	
Amended: October 2020	<ul style="list-style-type: none"> • Parents/carers requested to wear a face mask when dropping off and picking up outside school • Staff to wear a face mask when in contact with parents/carers at the start/end of the day • Clubs to be chosen that limit contact e.g. cross country, Zumba, arts and craft. Clubs not to start until Spring term, at the earliest. Only one bubble at each club • Breakfast club - leaders to follow the guidance set out for volunteers. Volunteers to wear face masks Register of attendees to be kept in the office so that we can keep track of contact • Maths on the Move intervention. To be done outside whenever possible. Follow volunteer guidance. Mask to be worn by lead if carried out inside
Amended: 2 nd November 2020 (changes in red)	<ul style="list-style-type: none"> • Staffroom arrangements - use of staffroom (EYFS and KS1) and library (KS2) to ensure distancing. Sit in class bubbles within these areas • Face-to-face parent/teacher meetings to be cancelled in the Autumn term. Written reports to be sent home and telephone meetings arranged where necessary • Staff meetings to be conducted remotely whenever possible. If face-to-face meetings between staff are needed then ensure that it is in a large, ventilated room (library), social distancing is adhered to and masks are worn • Face masks to be used by adults when moving around the school and in communal areas e.g. office, staffroom (until seated) • Staff working in each bubble are known and recorded on the whole school staff timetable – any visitors and who they have seen are recorded in the visitor book (written in by secretary) • Copies of class seating plans to be kept in main office • Pupils are seated on school transport in the same bubbles as in school (seating plan to be kept office) • Access to the HT available daily for staff if needed • Windows will need to be opened to maintain ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the

	<p>space. If possible, open higher windows to avoid draughts). Opening internal doors can also assist with creating a throughput of air.</p> <ul style="list-style-type: none"> • Flexibility to allow additional, suitable indoor clothing to be worn (e.g. thermal underwear/long sleeve t-shirts under shirts, fleece on top of sweatshirts) due to extra ventilation needed in school • Breakfast club – not able to run with volunteer parents at the current time. Alternative childcare provision arranged to support working parents - pupils will be in their classrooms and be supervised by staff in their bubbles. There will be no breakfast prepared on site – children will bring in their own from home or eat before arriving at school • Outside space to be used with approval from the Parish Council as on public sites (forest school and village playing field). When at the sites the boundary will be marked with cones to distinguish area. Staff will wear masks on the journey to the site and if they are required to speak to members of the public • No volunteers in school during the national lockdown period
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Guidance	Strategies	Remaining Issues
PREVENTION		
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	<p>Clear guidance to staff and parents to ensure they know what to do if they suspect their child or family member has symptoms. Including how to get tested and use the track and trace system.</p> <p>HT office to be dedicated room for those with symptoms whilst waiting collection (has external door so no need to take child through the school). Set up with appropriate PPE. (HT to use main office should this occur)</p> <p>Staff toilet to be emergency ‘toilet’ designated with signage available to put on it so others do not use it. Ensure deep clean following use by someone who has symptoms</p>	
Clean hands thoroughly more often than usual	<p>All pupils and staff to clean hands on entry/exit to the building and entry and exit to each classroom. Also, before and after eating.</p> <p>Use sinks in each classroom</p> <p>Use of hand sanitiser</p>	

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<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>Posters on display Verbal reminders Tissues and bins in each classroom</p>	
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Cleaning of shared area to be done by a member of staff straight after using them. Classroom surfaces to be cleaned regularly throughout the day - timetable RB to complete toilet cleaning after lunch each day</p>	
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Each class will be a bubble. We have considered staffing to ensure adequate staff in each bubble to ensure cover for playtimes etc. (TAs to be in full-time – review in Spring term)</p> <p>Some TAs will need to work across bubbles to deliver interventions. Hygiene guidance must be adhered to</p> <p>Class storage may need to be moved into other areas to create space for desks if needed</p> <p>Teachers are unlikely to be able to be 2m apart from the children they teach due to space in class</p> <p>Mobile Desk top screens will enable volunteers and professionals to work with children and for 1:1 staff to provide support to the children they work with</p> <p>Collective worship will be planned by lead but delivered by class teachers in their class bubbles</p>	

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	<p>Drop off window is 8.40 - 8.55 to avoid congestion. Pick up times to be staggered: 3.05pm - EYFS, 3.10pm - KS1, 3.12pm for KS2 siblings and bus children, 3.15pm - LKS2, 3.20pm -UKS2. No afternoon playtime for EYFS or KS1 to enable the length of the school day to stay the same</p> <p>Parents/carers requested to wear a face mask when dropping off and picking up outside school Staff to wear a face mask when in contact with parents/carers at the start/end of the day</p> <p>Playtimes are staggered to enable only one class in each playground at a time</p> <p>Lunchtime arrangements – lunch to be eaten in the classrooms. Each class to have nominated lunchtime supervisor. Additional staffing arranged (half an hour per day) to meet needs of cleaning</p> <p>Staffroom arrangements - use of staffroom (EYFS and KS1) and library (KS2) to ensure distancing. Sit in class bubbles within these areas</p> <p>Designated spaces need to be allocated for all volunteers/peripatetic teachers and professionals eg SALT EP etc and a copy of our advice/arrangements given out to all returning volunteers/professionals each time they come to the school. Volunteers should only support one class bubble</p> <p>No volunteers in school during the national lockdown period</p> <p>Resources cleaning will continue with the tubs and sterilising routine established. Pupils will continue to be given a stationery pack</p>	

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	<p>PE sessions to be planned to allow the 72 hours between use of resources – PE coordinator to liaise with staff</p> <p>Art and science resource use to be planned in the same way to allow a 72 hour window between bubbles using it. Equipment to be stored in designated space and labelled to ensure staff know when it can come back into use.</p> <p>Outside equipment will be used by just one bubble across the week – allowing 60hours over the weekend before the next group rotate and use it.</p> <p>Face-to-face parent/teacher meetings to be cancelled in the Autumn term. Written reports to be sent home and telephone meetings arranged where necessary</p> <p>Face masks to be used by adults when moving around the school and in communal areas e.g. office, staffroom (until seated)</p> <p>Staff meetings to be conducted remotely whenever possible. If face-to-face meetings between staff are needed then ensure that it is in a large, ventilated room (library), social distancing is adhered to and masks are worn</p>	
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE (gloves, face shield and apron) used when child has symptoms and are awaiting collection (stored in HT office)</p> <p>PPE (gloves, mask and apron) used for intimate care (available in all classrooms)</p>	

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RESPONSE TO ANY INFECTION		
Engage with the NHS Test and Trace process	<p>Follow the NHS Test and Trace process – communicate to parents the importance of this</p> <p>Letter for parents on the process for ordering a test and informing school of the results – to be kept in the HT office and main office to hand out in case of suspect case</p> <p>Posters of the process to be put up in the staffroom and office</p>	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Clear guidance that is understood by all:</p> <p>Contact the local health protection team and follow their advice</p> <p>Send home people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days</p> <p>Send letter to parents (using template). Do not disclose names or details of person with coronavirus</p> <p>A staff member from the pupil’s class to remain with any suspected cases</p> <p>Staff working in each bubble are known and recorded on the whole school staff timetable – any visitors and who they have seen are recorded in the visitor book (written in by secretary)</p> <p>Ensure all staff know that names of those with suspected or confirmed cases must not be shared</p> <p>Copies of class seating plans to be kept in main office</p>	<p>Staffing could become an issue if a child tests positive for coronavirus and several staff members have been in contact and are asked to isolate.</p> <p>Staffing could also be an issue if staff have contacts outside of school who test positive and are asked to isolate.</p>
Contain any outbreak by following local health protection team advice	If two or more confirmed cases within 14 days, work with local health protection team and follow advice.	
SCHOOL OPERATIONS		
Transport		

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Dedicated school transport, including statutory provision	Pupils are seated on school transport in the same bubbles as in school (seating plan to be kept in main office) Hand sanitiser to be used before getting on the bus and getting off	
Wider public transport	N/A	
ATTENDANCE		
Attendance expectations	All children are expected to return Share arrangements for September before the end of the Summer term with parents	
Pupils who are shielding or self-isolating	Send out letter that explains current guidance on shielded children, encouraging parents to contact if they have concerns or are planning not to send children back in September, so that medical advice can be confirmed and further support for the family sought if needed Learning will be provided online for those who are self-isolating (or work packs sent home for those without appropriate technology)	
Pupils and families who are anxious about return to school	Telephone parents to reassure and with plans to re-engage Visit to school when no children present Use of face mask (not encouraged)	
SCHOOL WORKFORCE		
Staff who are clinically vulnerable or extremely clinically vulnerable	N/A	
Staff who are pregnant	Communication Updated 'New and Expectant Mother' risk assessment with reference to Covid-19 shared and agreed with member of staff	

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Employer health and safety and equalities duties	Ensure staff know they can report any concerns they may have and set as agenda item for meetings to regularly remind them. Share the risk assessment with staff	
Supporting staff	Involve staff with the process and listen to concerns Access to the HT available daily for staff if needed Share information with staff about the Education Support Partnership (http://www.educationsupport.org.uk/) which is a free helpline for school staff	
Staff deployment	Discuss any changes in deployment of staff in a timely manner Monitor workload	
Deploying support staff and accommodating visiting specialists	Support staff used to cover PPA, as previously used Support staff deployed to support catch-up provision or targeted intervention	
Recruitment	Use government's Teaching Vacancies service (https://teaching-vacancies.service.gov.uk) Use Dorsetforyou to advertise locally Carry out interviews remotely where possible (or after school)	
Supply teachers and other temporary or peripatetic teachers	Minimise the use of supply teachers by using support staff to cover Peripatetic teachers to follow the guidance and only work within bubbles	
Expectation and deployment of ITT trainees	N/A	
Staff taking leave	Holidays abroad will need to be taken at the start of the Summer holidays to accommodate 14 days self-isolation if necessary Contingency plan put in place for staff travelling abroad in case of disruption to travel due to Covid-19	
Other support	All volunteers work with just one class bubble – any volunteer will use the desk screens if reading with or supporting a child and asked to read the	

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	guidance for volunteers document before coming in to school. This support will be pre-arranged and not ad hoc – to allow for planning around what space will be used and cleaning the area afterwards	
Safeguarding	Updated child protection policy and shared with staff More time dedicated to DSLs at the start of the autumn term to follow up identified safeguarding issues from the lockdown period Supervision for DSLs in place to support their mental health and wellbeing	
Catering	Restart hot meals with Local Food Links for the Autumn term Lunch to be eaten in the classrooms Payments and orders to be done online by parents to reduce the need for bringing items into school	
Estates	No extra needed – just normal start of term arrangements Windows will need to be opened to maintain ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.	
Educational visits	None booked for Autumn term Risk assessments to be completed for all trips, including covid protective measures using EVOLVE	
School uniform	School uniform re-instated for September – share with parents (importance of uniform being clearly named) No requirement for extra washing of clothing PE kit to be worn and clearly named Flexibility to allow additional, suitable indoor clothing to be worn (e.g. thermal underwear/long sleeve t-shirts under shirts, fleece on top of sweatshirts) due to extra ventilation needed in school	
Extra-curricular provision	Clubs to be chosen that limit contact e.g. cross country, Zumba, arts and craft. Clubs not to start until Spring term, at the earliest. Only one bubble at each club	

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	<p>Liaise with club organisers – drama, sport – to discuss protective measures that are in place</p> <p>Breakfast club – not able to run with volunteer parents at the current time. Alternative childcare provision arranged to support working parents - pupils will be in their classrooms and be supervised by staff in their bubbles. There will be no breakfast prepared on site – children will bring in their own from home or eat before arriving at school</p>	
CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT		
Curriculum expectations	<p>Teachers to use handover meetings in Autumn term to make clear what aspects of curriculum have not been covered as well as those they feel children are least secure in. Lists of those not in school to be given to next teacher so diagnostic assessment can be used in September</p> <p>Continue to use Maestro for topic work</p> <p>Extra writing experiences to be planned through the half termly topic</p> <p>Regular reading</p> <p>Regular GPS</p> <p>Regular Maths</p>	
Physical activity in schools	<p>No Leisure Centre in the Autumn term for Gym/Games – use playground/hall</p> <p>Outside space to be used with approval from the Parish Council as on public sites (forest school and village playing field). When at the sites the boundary will be marked with cones to distinguish area. Staff will wear masks on the journey to the site and if they are required to speak to members of the public</p> <p>No swimming in the Autumn term</p> <p>No contact sports</p> <p>Regular fitness sessions (e.g. Go Noodle) to support children’s mental health</p> <p>Equipment can be used, but needs to be cleaned between uses</p> <p>Equipment used just in one bubble, or thoroughly cleaned before returning to the PE shed</p>	

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Catch-up support	1:1 tuition before/after school so not impacting on lesson time if possible Maths on the Move intervention. To be done outside whenever possible. Follow volunteer guidance. Mask to be worn by lead if carried out inside Small group interventions carried out by support staff	Investigate National Tutoring Programme (https://educationalendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/)
Pupil wellbeing and support	Staff can use DfE module on mental health and wellbeing (https://www.gov.uk/guidance/teaching-about-mental-wellbeing) Pastoral support to build friendships (timetabled regularly) – integrate with collective worship/assembly	
Behaviour expectations	Behaviour policy and code reviewed and includes new routines Shared with parents and pupils in September	
ASSESSMENT AND ACCOUNTABILITY		
Inspection	See inspection guidance	
Primary assessment	Y2 Phonic Progress Check Carry out diagnostic tests for identified pupils Baseline test for Year 4 and Year 5 to check their times table knowledge EYFS staff to trail new baseline assessment *see agreed MLT assessment timetable	
Exams	N/A	
Accountability expectations	FFT service used for EYFS/2/6 - will support target setting for catch up and enables next teacher to see where they should be	
CONTINGENCY PLANNING FOR OUTBREAKS		
Process in the event of local outbreaks	Follow up-to-date guidance	
Contingency plans for outbreaks	Remote learning plans in place - see Remote Learning Policy	

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	Remain open for vulnerable children and children of critical workers, if there is a need	
Remote education support	Contingency plan in place to cover remote learning if individuals/classes/whole school is in lockdown - continue to use existing platforms and additional resources (Oak Academy, BBC Bitesize etc.) Be aware of children who do not have technology at home and a) loan chromebook, or b) provide work packs to be sent home	