

Risk Assessment – Full Opening – September 2020

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

Guidance	Strategies	Remaining Issues
PREVENTION		
<p>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>	<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>	

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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>	
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>Posters on display</p> <p>Verbal reminders</p> <p>Tissues and bins in each classroom</p>	
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<p>Cleaning of shared area to be done by a member of staff straight after using them.</p> <p>Classroom surfaces to be cleaned regularly throughout the day - timetable</p> <p>RB to complete toilet cleaning after lunch each day</p>	
Minimise contact between individuals and maintain social distancing wherever possible	<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 October half term)</p> <p>Some TAs will need to work across bubbles to deliver interventions. Hygiene guidance must be adhered to</p>	

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	<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> <p>Drop off window is 8.40 - 8.55 to avoid congestion. Pick up times to be staggered: 3.05pm - EYFS, 3.10pm - KS1, 3.15pm - 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>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</p>	

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	<p>arranged (half an hour per day) to meet needs of cleaning (review at October half term)</p> <p>Staffroom arrangements (use of staffroom and study to ensure distancing)</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>Resources cleaning will continue with the tubs and sterilising routine established this term. Pupils will continue to be given a stationery pack</p> <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>	

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	<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>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) PPE (gloves, mask and apron) used for intimate care (available in all classrooms)</p>	
RESPONSE TO ANY INFECTION		
<p>Engage with the NHS Test and Trace process</p>	<p>Follow the NHS Test and Trace process – communicate to parents the importance of this Leaflets 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>	
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Clear guidance that is understood by all: Contact the local health protection team and follow their advice 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>Staffing could become an issue is 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>

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	<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.</p> <p>Ensure all staff know that names of those with suspected or confirmed cases must not be shared</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		
Dedicated school transport, including statutory provision	<p>Pupils are seated in the same bubbles as in school if possible – school to give driver a seating plan</p> <p>Hand sanitiser to be used before getting on the bus and getting off</p>	
Wider public transport	N/A	
ATTENDANCE		
Attendance expectations	All children are expected to return	

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	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	
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)	Updated attendance protocols and distribute to parents Parents need to be aware of the protocol for wearing a face mask to school
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 with member of staff	
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	

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Supporting staff	Involve staff with the process and listen to concerns Weekly meetings with the HT 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	
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	

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	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 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	Produce guidance for volunteers document (one across MLT for consistency?)
Safeguarding	Update child protection policy and share 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	
Educational visits	None booked for Autumn term	

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	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	
Extra-curricular provision	Clubs to be chosen that limit contact e.g. cross country, Zumba, arts and craft. Clubs not to start until after October half term, at the earliest. Only one bubble at each club Liaise with club organisers – drama, sport – to discuss protective measures that are in place Breakfast club - TBC	Liaise with volunteers regarding the running of breakfast club
CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT		
Curriculum expectations	Teachers to use handover meetings this 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 Continue to use Maestro for topic work Extra writing experiences to be planned through the half termly topic Regular reading	

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	Regular GPS Regular Maths	
Physical activity in schools	No Leisure Centre in the Autumn term for Gym/Games – use playing field No swimming in the Autumn term No contact sports Regular fitness sessions (e.g. Go Noodle) to support children’s mental health Equipment can be used, but needs to be cleaned between uses Equipment used just in one bubble, or thoroughly cleaned before returning to the PE shed	
Catch-up support	1:1 tuition before/after school so not impacting on lesson time Small group interventions carried out by support staff	Staffing? Beth/Claire to investigate Maths on the Move as an intervention Investigate National Tutoring Programme (https://educationalendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/)
Pupil wellbeing and support	Staff training on the 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	Review behaviour policy and code to include new routines – Inset day Share with parents and pupils in September	
ASSESSMENT AND ACCOUNTABILITY		

Guidance	Strategies	Remaining Issues
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	More information to follow on this	
Contingency plans for outbreaks	Remote learning plans need to be in place 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	Research Oak Academy resources and BBC Bitesize to support classroom learning