

REOPENING SCHOOLS RISK ASSESSMENT – Goffs Oak Primary School



Principles:

- This risk assessment reflects and should be read in conjunction with government guidance
- We will put in place support for staff and pupils through the transition of reopening schools
- We will continually assess and minimise risk to staff and pupils

What are the risks?	Who is at risk and how could they be harmed?	What is done to reduce/ control the risks	What more can be done?	Action by whom?	Target date
That there are insufficient hygiene standards to keep staff/ pupils safe	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Pupils and staff should clean hands more thoroughly and more often than usual ● Staff to remind pupils regularly about handwashing for 20 seconds each time then drying and provide regular opportunities to do this (every time they leave and enter classroom) ● Hand sanitiser provided in classrooms if sink not nearby ● If in classroom, monitored by adult in class; if in toilets, monitored by adult on duty there ● Soap, and warm, water to be available in all toilet facilities; site managers to check soap throughout the school day and replenish if necessary ● Each room in use to be equipped with gloves, sanitising spray and cloth allowing staff to re-sanitise surfaces/ resources/ specialist SEND equipment and hence reduce risk to themselves/ children ● Lidded pedal bins provided in each room and emptied regularly by double-bagging and disposing of safely ● Tissues to be provided in all rooms and 'catch it, bin it, kill it' signs clearly displayed ● Cleaners asked to focus daily on surfaces that are a high risk for transferring infection including disinfecting door handles/ door push plates/ light switches/ stair bannisters/ 	<ul style="list-style-type: none"> ● Information about the Coronavirus posters displayed around school (in every classroom to be used, at the main entrance, in places visible to those at the school gate, in the staffroom and in all toilets) ● Revisit Lesson re 'catch it, bin it, kill it' first week back ● PE equipment rotas 	School leaders	Ongoing

		<p>window handles/ door release buttons/ taps/ toilet handles/ desks and chairs/ photocopiers/ tables/ counter tops/ computers including mouse and keyboard/ telephones/ toilets/ sinks.</p> <ul style="list-style-type: none"> ● Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal ● Implement a cleaning routine to track cleaning frequency for bathrooms, classrooms and communal areas ● Plan for the daily removal and safe disposal of rubbish ● Resources to be kept as much as possible within groups ● Schedule frequent cleaning of resources (e.g. books, toys) shared within groups ● Schedule the isolation or cleaning of resources (e.g. books, toy ● More regular cleaning of toilets ● More regular cleaning of frequently touched surfaces ● Use standard cleaning products to clean ● Purchase of additional standard cleaning equipment if needed ● Any equipment that has been mouthed by child will need to be washed with detergent. ● Cleaning schedule displayed in all classrooms and to be signed off at the end of each day. ● Section for staff to write any incidents or issues with the classroom for the cleaners to pick up on 	<ul style="list-style-type: none"> ● Leave resources for 48hrs or 72 hours (plastic) between use ● Log of cleaning toilets and surfaces kept 		
<p>That infection may be introduced into school by visitors</p>	<p>Staff, pupils, parents/ carers, community could become infected/ pass virus on</p>	<ul style="list-style-type: none"> ● Number of visitors to school minimised and encouraged in hours after school (one parent on site at a time) ● All visitors need to adhere to schools social distancing guidelines ● Office staff to direct to hand washing. ● Procedures sheet shared with all visitors on arrival stating expectations within school- emailed where possible before planned arrival. ● Parents should come into school buildings only when strictly necessary, by appointment, and ideally one (unless e.g. an 	<ul style="list-style-type: none"> ● Minimise number of temporary staff entering school ● Agree minimum hours with any agency 	<p>School leaders</p>	<p>Ongoing</p>

		<p>interpreter or other support is required). Any such meetings should take place at a safe distance.</p> <ul style="list-style-type: none"> • Deliveries- deliveries to be placed in entrance of school. Open door, step back- allow delivery. Unpack using gloves. If possible leave for 72 hours before unpacking. Essential items that cannot be waited for to be wiped down with detergent wipes. • Where absolutely necessary, supply agencies will be used to cover staff. This will be a last resort and TAs from bubbles will be used first. If supply teachers are used they must stay within designated areas in classroom and must maintain social distancing. 			
That infection may be passed between home/ and school	Pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> • Staff to be reminded not to come into school if showing symptoms or need to self-isolate • Parents/ carers to be reminded not to bring children into school if showing symptoms or need to self-isolate • Staff/ children/ members of their households eligible for testing • Limit amount of shared resources between home and school - see gov guidance • Reading books changed weekly- books placed in contamination box covers cleaned with detergent- left for 72 hours before being redistributed. • Staff/ children wash hands/ use hand sanitiser from dispenser on entering school buildings • Medicines will be bought to office, packets wiped down with detergent before being stored in zippy wallet with child's name. Gloves to be worn when administering. • Children encouraged to have school dinners- if packed lunches- wipe down on entry. provide area in classroom designated for cleaning packed lunch boxes • One adult per family on site (KS1, EYFS). Including secondary school aged siblings • Communication with office/ staff via email/ phone as much as possible- only have face to face when absolutely necessary and then social distancing and visitors 	<ul style="list-style-type: none"> • Hand sanitiser dispensers in place at all entries/ exits • Weekly newsletter section of reminders 	School leaders	Ongoing

		<p>procedures applies. Face to face with office- through glass window.</p> <ul style="list-style-type: none"> • Uniform to be worn- parents reminded to wash regularly • Active uniform to be implemented to stop extra clothes being brought into school. 			
That parents/ carers may be anxious about letting their children return to school and therefore will not send them	Pupils who need to be in school could miss out on vital learning	<ul style="list-style-type: none"> • Letter to parents advising them on the statutory requirements for attendance and the risk prevention measures the school has put into place • Revised and school specific risk assessment is shared with all parents/ carers via school website • Head/ SLT discuss arrangements further with any parents/ carers individually if necessary to reassure them • All staff trained on new arrangements before schools formally reopen in September • Families will be encouraged to walk to school to avoid the need to use public transport • School to record attendance and robustly follow up absence • Staggered start and finish times to ensure not overcrowding on site. • Risk assessment and procedures shared with parents. 	<ul style="list-style-type: none"> • Recommendations on transport to and from school shared with parents/ carers • Refer parents to guidelines for travelling to and from school • Where pupils unable to return due to public health advice remote learning will be made available 	School leaders	Ongoing
That other policies/ procedures may not be appropriate due to changes in arrangements	Staff/ pupils could become infected/ pass virus on	<ul style="list-style-type: none"> • Review any relevant school procedures to ensure they are still appropriate. If not, add an addendum stating what temporary new policy/ procedure should be e.g. behaviour procedures/ exclusion policy/ first aid policy and procedures • School needs to update behaviour policy to reflect new routines - eg washing hands, staying within groups • Clear communication of the consequences of poor behaviour, deliberately breaking the rules and any sanctions that will apply • Covid 19 Addendum to the Safeguarding Policy remains in place 	<ul style="list-style-type: none"> • Communication with parents to outline any changes to policies due to Covid 19 guidelines 	School leaders	Ongoing
That staff may be anxious about returning to school	Insufficient staff available to allow school to open safely	<ul style="list-style-type: none"> • Head/ SLT to call staff members individually if necessary to reassure them particularly if they are in a high risk group. 	<ul style="list-style-type: none"> • Trust/ LA to support 	School leaders	Ongoing

and therefore will not come in		<ul style="list-style-type: none"> ● All staff trained on new arrangements before schools formally reopen ● Extremely critically vulnerable staff have individual meeting with head to discuss their return - individual risk assessment ● Heads to look at staff deployment so staff who are most at risk have less risk duties (minimising contact with other staff and children) where it is possible. ● Masks provided by school for staff who are anxious and feel they are in a higher risk group ● Staff who are pregnant +28 weeks to be kept off playground duties 	<ul style="list-style-type: none"> ● Masks provided by school for staff who are anxious and feel they are in a higher risk group 		
That PPE is not used correctly	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Staff trained in correct use of PPE before schools reopen ● Poster downloaded from Government advice on safe use and displayed around school ● Each classroom to have visors and surgical masks when dealing with parents at the door. 		School leaders	Ongoing
That health and safety routines may have to be changed/ have been forgotten	Staff/ children inadvertently get put in a dangerous situation	<ul style="list-style-type: none"> ● Revise fire evacuation plan if necessary to reflect changes within school ● Plan fire drill (more than one may be needed to ensure all staff/ children know what to do) ● Review PEEPs to check whether any updates are needed 	<ul style="list-style-type: none"> ● Refer parent to the guidelines for travelling to and from school- https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers to 	School leaders	Ongoing
That children/ parents are not able to socially distance when they arrive at/ leave school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Staggered start and finish time ● Any communication with parents includes: <ul style="list-style-type: none"> ○ reminders to socially distance at arrival/ pick up times ○ informs people that they/ their children may not come to school if they have symptoms ○ information about drop off/ collection times and points 		School leaders	Ongoing

		<ul style="list-style-type: none"> ○ clear instructions around the protocol for parents/ carers entering the school grounds ○ Instructions that only one parent should bring children to school/ pick up- children to stay with parent at all times – including secondary school aged siblings (KS1/EYFS) ○ KS2 children will be left at the gate. Member of SLT will be on the gate to welcome children into school. ○ clear instructions around the protocol for parents/ carers wishing to talk to school office staff ● Sign on gates to remind everyone to socially distance whilst waiting to enter school grounds and entry points/ exit points monitored by school leaders ● Discourage parents from gathering at school gates to talk to each other ● Members of SLT and site manager to be in playgrounds and entrance/ exit reminding of this. ● Use outside classroom doors to enter and exit the classrooms for KS1 and EYFS ● Parents asked to wear masks when on school site at all times 			
That children/ parents are not able to socially distance when they visit School Office	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Sign to be displayed outside School Reception doors to communicate to parents that all issues that can be dealt with over the phone, should be. ● For any issues that can't be dealt with over the phone, sign (with translations) to say that only one parent is allowed into foyer at any one time. Floor to be marked to show where they must stand. ● If private meeting needed between parent and staff, this to take place where social distancing rules can be observed ● Parents reminded regularly that the office is a no entry area unless access granted by office staff 		School leaders	Ongoing
That children/ staff will not be able to socially distance in classrooms	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Phase bubbles created- N/R, 1/2/3, and 4/5/6 - but for most part classes within bubbles will be kept apart. This is to ensure staff coverage is secure/ PPA can continue as 		School leaders	Ongoing

normal/ lunch times can be covered easily/ timetable can be maintained.

- Staff to try wherever practical to stay 1m+ apart from children and other adults at all times.
- Where possible, children to use same desk each day and all children are facing forward- Space between to enable staff to get to children safely.
- When working with children where social distancing on 1m+ is not practical- staff to work side by side with children not within groups and face to face.
- Teacher/ TA interventions to happen only with children in phase bubbles.
- Excess furniture removed to make space.
- Windows kept open where possible
- Classroom doors (bearing in mind fire safety requirements) kept open where possible. If they are not close to a heat source, they are not classified as fire doors so can be propped open (a separate risk assessment will need to be completed in classes where leaving a door open will expose children to additional risks (e.g. runners))
- Prevent the use of shared stationery and other equipment where possible
- PE lessons should be carried out outside where possible . no contact sports. Equipment cleaned or kept within group. Bubbles not to share equipment- each bubble will learn a different sport and equipment will be left for a week in between or wiped down.
- Designated "visitor" space created in each classroom to enable HT/ DHT etc to visit classes. These will be 2m away from children.
- PPA provision- PPA teacher can move between bubbles but must as much as possible teach from front of class and stay 1m+ away from children. PPA to be timetables where possible to be in a bubble a day to reduce mixing bubbles within the same day.
- Reception/ nursery- set up as normal for EYFS- children will be socialising around activities and tables. Ensure larger

		<p>carpet area for children. Staff to keep 1m+ away where possible. Use of as much outdoor learning as possible. Difficult to clean apparatus on rota of use to allow time for any infection to clear.</p> <ul style="list-style-type: none"> ● Staff to use back to back or side to side working wherever possible ● Outdoor learning opportunities maximised- Timetable for outdoor spaces will be created if necessary. 			
That children/ staff will not be able to socially distance when moving around school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Whole school, year group assemblies suspended to be carried out virtually ● Children will not need to be moving around the school unless going to lunch or breakfast club ● Outside doors to be used to access the classrooms. Due to bubble set up bubbles may enter shared bubble spaces. ● Groups to be kept apart from each other as much as possible ● Rooms to be accessed directly from outside if possible ● Printer in year 3 to be moved into year 4 to allow for bubble 2 to use it and to stop cross contamination of bubbles 		School leaders	Ongoing
That children/ staff will not be able to socially distance at break times	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Children to be reminded to social distance at the start of every break time ● Breaks/ lunchtimes staggered so only one bubble out at any time. ● Concreted playground split into two sections and area next to Year 3 used when wet. ● Staff socially distance from each other at break times ● Staff on duty to limit number of children congregating together in playground and in toilets ● Outdoor play equipment (e.g. climbing frames) should not be used unless can be cleaned between groups. Such equipment to be cordoned off with hazard tape by site manager if not in use. Climbing frames on a weekly bubble rotation. Cleaned down on a Friday for next bubble following week. Bikes in EYFS and KS1 should be wiped down regularly. ● Each class to be given an equipment box to use at playtime and lunchtime. Bubbles not to share. Regular cleaning of equipment. 	<ul style="list-style-type: none"> ● Sets of play equipment (from PE stocks) given to each group for their sole use ● Groups of 15 broken down into smaller groups who play together ● Make additional unused spaces available for staff to use during breaks 	School leaders	Ongoing

		<ul style="list-style-type: none"> ● Snacks- ks1 provided by school. KS 2 from home. Washing hands before and after. Sat at individual desk. Tables wiped afterwards. ● Catering company included in conversations about keeping lunchtimes safe and appropriate arrangements made. EY Bubble come in to lunch hall together followed by a 15 min clean, then Bubble 2 come into lunch hall. Bubble 1 will eat in classroom. Classes sit on same tables together. Turn around time in between bubbles entering hall to ensure time to wipe down tables and serving bench. Wiping down tables between sittings- ● Drinking fountains disconnected ● If wet play/ lunch break, children remain in classrooms supervised as they normally would be ● 2/3 MSA's assigned to each bubble – they will supervise during eating and play section of their lunch break ● 2x staff break out rooms created to ensure staff from different bubbles do not mix. ● Max of 2 members of staff in the general staff room area at any given time – being mindful to staff from other bubbles. 			
<p>That there may be mixing of school bubble groups in out of hours clubs (e.g breakfast/after school clubs</p>	<p>Staff, pupils, parents/ carers, community could become infected/ pass virus on</p>	<ul style="list-style-type: none"> ● Small consistent groups created for wraparound care facilities. ● Hall will be zoned for different bubbles with tables and equipment provided on each table. Equipment/ tables will be wiped down each day. (3 bubbles) <ul style="list-style-type: none"> ○ Children will sanitize at entrance before entering. ○ Parents will drop off at the door and not be able to enter the school. Staff will complete a register of each child on entering. ○ Breakfast club staff to socially distance where possible from children. ● After school clubs will be set up to only have individual bubbles present in each club- registers will be taken. ● Staff to remain 1m+ from children during clubs and as social distancing they can take children from other bubbles. ● Communicate with parents to try to limit the number of wraparound providers where possible 			

		<ul style="list-style-type: none"> ● Use the guidance for summer childcare to inform planning breakfast and after school care ● Sport clubs will be organised for individual bubbles each day. 			
That children/ staff will not be able to socially distance in toilets	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● More regular cleaning of toilets in the day. Log of cleaning kept and monitored ● Children to be reminded to social distance at the start of every break ● Breaks staggered so children do not go to toilet in big groups ● Wherever possible children to use toilets at the start of break and staff to check social distancing. ● Cleaning products to be placed in staff toilets for staff to use before leaving. 	Log of cleaning monitored	School leaders	Ongoing
Staff social distancing within office/ staffroom/ toilets	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Staff not to enter office- use window ● Toilets- 1 in 1 out ● Max of 2 members of staff in the staff room at any given time ● Bubble 1 to use the conservatory for lunch times ● Bubble 2 to use the library area (as they begin lunch 15 mins before bubble 2 they are able to get their lunch/drinks from the staff room area. ● Lunchtimes- stagger use- use classrooms or outdoor benches - socially distanced 			
That staff/ children show symptoms of coronavirus whilst in school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a test. If available give families a home testing kit. ● NHS test and trace procedure to be followed if school is informed of a positive result. ● If the result is positive we will contact the local health protection team and follow the advice. ● Room designated for 'waiting space' – Willow Room ● PPE equipment will be worn by staff supervising child with symptoms if unable to maintain the 2 m distancing If staff/ child contracts Coronavirus at school, school to inform Central Team immediately Deep clean of isolation room carried out after every use 	<ul style="list-style-type: none"> ● If staffing levels due to illness become unsafe, decision to close school would be made 	School leaders	Ongoing

		<ul style="list-style-type: none"> If the child/adult needs to go to the toilet - use separate toilet and cleaned thoroughly after use. 			
That staff/ children receive a positive coronavirus result during the weekend	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Admin email address to be used by parents to inform of a positive result/ mobile number of the Head to be used if a staff member has a positive result Head to contact PHE and HCC with the relevant information regarding the individual/ class/ close contacts/ onset of symptoms/ school info Head to write and send letters to all parent community – one to those affected and one to the rest informing them of a case. Website updated with letters and risk assessment revised where necessary Teachers of affected class begin virtual learning and ensure all families have the technology required Wellbeing calls made to children who do not engage with virtual learning Affected classrooms deep cleaned and sealed until the children's SI is over 	<ul style="list-style-type: none"> Ensure there are enough staff on site to safely open other year groups Remind all staff of risk assessment Give parents the option of Breakfast club if they are struggling to bring in child with child in SI 	School Leaders	Ongoing and where necessary
That staff working with high risk children may be more at risk	Staff could become infected	<ul style="list-style-type: none"> Staff in this situation to be provided with appropriate PPE (including visor/ liquid repelling mask/ apron/ gloves) Separate risk assessments for TO, RHM in conjunction with this main one. Wherever possible social distance – avoid sitting too close when providing activities. Check in daily with staff to check all is alright and they feel that PPE is adequate for task. SLT on gate questioning all arriving about symptoms. 		School leaders	Ongoing
That there is a breakdown in staff relationships due to the perceived unfairness of work duties	Staff relationships break down	<ul style="list-style-type: none"> Clear expectations of types of work that need to be carried out and who is best placed to do this Ongoing, open discussion with all staff about their concerns. Regular virtual meetings to share updates or government advice 		School leaders	Ongoing
That all risks cannot be fully considered because consultation	Staff, pupils, parents/ carers, community could become infected/	<ul style="list-style-type: none"> Dialogue with unions/ staff members continued 	<ul style="list-style-type: none"> 	Exec Team/	Ongoing

with all members of staff is not possible	pass virus on as a transmission risk is not considered and managed	<ul style="list-style-type: none"> Fortnightly reviews of risk assessment carried out with union reps/ other staff representatives to feedback any issues and amend as necessary 		school leaders	
That any essential contractors, including those who deliver food, do not follow social distancing requirements	Staff, pupils, parents/ carers, community/ contractors could become infected/ pass virus on	<ul style="list-style-type: none"> Before entering site, contractors given information as to how they may access the premises and what precautions are expected of them while they are on site Any regular on-site contractors (cleaners/ catering staff) reminded of social distancing requirements Minimise visitors to those who are essential 		School leaders/ Central Team	Ongoing
That a child deliberately disobeys rules on protective measures	Staff, pupils could become infected/ pass virus on	<ul style="list-style-type: none"> School behaviour procedures should be followed at all times If a child deliberately behaves in a way that is deemed to put others at risk of infection, appropriate consequences (using the school's sanctions and rewards system) should be used The disciplinary powers that schools currently have, including exclusion, remain in place 		School leaders	Ongoing
Due to a rise in local cases the school may have to close with little notice	School not put adequate measures in for swift closure	<ul style="list-style-type: none"> School to engage with PHE health protection team and local authority Head to follow communication protocol laid down by PHE (once available) Head to have pre -prepared letter able to be distributed quickly A contingency plan is in place if asked to temporarily close, including ensuring regular contact with pupils not in school Safeguarding measures put in place following government guidelines Clear communication lines agreed Leaders to identify any issues with lack of devices that would impact on access to remote learning All staff are trained in the use of remote learning and provide printed resources for pupils who do not have suitable online access as a contingency Remote learning ready to launch in the case of a school closure Parents surveyed in first week to identify if they are key workers and require a place for their child/ren 	<ul style="list-style-type: none"> School to engage with PHE health protection team and local authority 		

		<ul style="list-style-type: none"> • Head to arrange meetings with parents of vulnerable children early September to encourage them to keep sending their children to school 			
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School	Goffs Oak Primary School
Sign and Date	A Hart – 31/08/2020
Review Date	23/10/2020

School	Goffs Oak Primary School
Sign and Date	A Hart 22/10/2020
Review Date	2/12/2020

School	Goffs Oak Primary School
Sign and Date	A Hart 07/12/2020
Review Date	04/01/2021