

St. Luke's Risk Assessment Template for Full Re-opening, Spring Term 2021

Headteacher: Matt Hipperson

Shared with:

- **Governors 15/7/20**
- **Union Rep. 8/7/20**
- **Staff 10/7/20**
- **Updated Nov & Dec 2020**
- **Updated Jan 3rd 2021**
- **Updated Feb 24th 2021**

This tool is optional for schools to use if helpful in undertaking the risk assessment specified in DfE guidance. It is to supplement schools' existing risk assessment processes. Schools already undertake risk assessments for a range of purposes.

It should be used alongside the checklists issued by DfE (see [here](#)), NPW and those shared by some Trusts/schools regarding re-opening schools.

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives. ***In this context schools need to consider whether they can adequately manage the risks associated with re-opening of schools to specified year groups. You could start by assessing the risks of opening your school to all the year groups specified by DfE. Then consider re-assessing based on a reduced number of year groups if your initial assessment is that you cannot safely open to all the specified year groups.***

Risk assessments need to be regularly updated in response to changing school, local and national circumstances; the effectiveness of mitigating control measures need to be regularly reviewed.

This document should be reviewed in line with the following school policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

How to assess risk - notes

1. An assessment needs to ensure all key risks whether or not they are under the control of the organisation are identified.
2. You should identify what are the causes, events and actions that may give rise to the risk. For example, it is not enough just to enter – “staff shortages” - as a risk. You should also explain what causes it to arise e.g. “Due to self-isolation and shielding, there is a risk of staff shortages to deliver education to specified year groups”
3. Identify negative consequences - the potential adverse impacts of the risk that is being assessed. By knowing the consequences of the risk, you are in a better position to understand and manage it properly. For example, increased infections of Covid-19 resulting from insufficient space to maintain social distancing.

FIRST, assess the risks as they are BEFORE you have taken mitigating actions:

High Level Risks are risks are coded **RED**. You should prioritise and manage these risks first.

Medium Level Risks are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

SECOND, apply Controls/ Mitigating Actions:

After identifying and initially assessing the risk, you should identify controls that can be put in place to mitigate it. Control measures are implemented to prevent the risk from occurring or/and reduce the impact should it occur. A key consideration is the effectiveness of any control measure in achieving these aims.

As a result of carrying out this risk assessment, an action plan with clear procedures for all staff , children and parents to follow will be identified . This action plan will be communicated to all staff and to parents. Training will be provided to all staff on implementing the action plan, their roles and responsibilities for keeping themselves and children safe. This training will take place on Wednesday 2nd September and will be refreshed regularly.

Government term for contained groups is ‘Bubble’ – St. Luke’s is going to use ‘Phase’ for the same thing because this is a term the school is familiar with – there are 4 phases in total - EYFS, KS1 Y3/4 & Y5/6

This updated RA takes notice of the latest information available from Public Health Newham regarding new variants of Co-Vid 19 and referencing the latest guidance to schools from: Schools coronavirus (COVID-19) operational guidance Feb 2021. Page references will be given to this document throughout the RA so people can access the original and fuller explanations around some headings.

Over-arching principles of Prevention - We must always try to:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
 - 2) Ensure face coverings are used in recommended circumstances.
 - 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - 7) Keep occupied spaces well ventilated.
In specific circumstances:
 - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
 - 9) Promote and engage in asymptomatic testing, where possible.

Issue/risk area	Identified risks <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment
Site issues (Cleaning, Catering, Equipment and suppliers)	<p>Risk of inadequate preparations for re-opening of full school leads to infection or other risks increasing</p> <p>As of 4th Jan 2021 back to Keyworker & Vulnerable families – 42 invited to attend (mainly keyworker with EHC & High Needs Funded as well as some under social care)</p> <p>Gov. ordered full re-opening of schools from 8th March – this increase from 30%-100% could lead to difficulty in keeping systems safe</p>		<ul style="list-style-type: none"> • Latest audit of cleaning supplies Feb 2021 – CB & SS to ensure enough cleaning equipment (amount & strength) to last until Summer half-term hols. • Site Supervisor to open internal windows and doors and all sky lights on opening up school to allow effective ventilation • Essential contractors/governors etc and read guidance on whether they are ‘safe’ to come in & sanitise hands on entry – appointments kept to outside of busiest part of day 8.30-3.30 where possible unless visit is essential to running of school • Office to print out safe working questionnaire to be read on entry by all non-regular staff • Cleaning regime now more 		<p>Audit completed 24th Feb 2021 to ensure supplies are fully stocked to cover period to June through budget closedown in March 2021</p>

			<p>thorough than pre March 2020 and extra cleaner employed since May 2020</p> <ul style="list-style-type: none"> ● Cleaner now employed to come in from midday to clean all handles, tops of surfaces and toilets in middle of day/site supervisor also does this on opening in AM ● 3 cleaners and site supervisor to clean in evenings (increase of 1) – further wipe downs by site supervisor in morning esp handles before children arrive – using anti-Bac disposable wipes ● All staff do destination wash as well as children with soap and water and then with alcohol based hand sanitiser. ● Cleaners wearing aprons to protect them from splash backs ● Wall mounted sanitisers, + anti bacterial spray & cloths to be in every classroom & sanitiser in adult toilets, staff room and office along with bins to dispose of wipes seperately. ● Staff to be provided with training and guidance on how to 		
--	--	--	--	--	--

			<p>implement hygiene arrangements during 26th Feb and 5th March AM insets in preparation of re-opening 8/3/21</p> <ul style="list-style-type: none"> Resources available for children slimmed down especially in EYFS and spare resources stored away – reduction in resources will allow more thorough cleaning – KS2 storage increased in Summer Hols 2020 so fewer resources out. EYFS floor surface replaced with Vinyl flooring and new water vac ordered July 2020 to enhance cleaning For cleaning of communal sports equipment etc see DFE guidance p.20 		
	<p>Risk of transmission during treating infectious child/adult without adequate PPE</p>		<ul style="list-style-type: none"> If someone diagnosed positive the SLT to work with PH LBN & Education Space to decide whether their Phase to be closed & isolated and left for 3 days before cleaning – (see Managing Co-Vid-19 from LBN June 2020) or if Phase can remain open depending on circumstances. School has all in one disposable body suits and goggles that fit to face & face shields and thicker 		<p>Isolation room ready.</p> <p>FA equipment split into 2 groups in case isolation room comes into use – Air con to be switched off if reserve FA room becomes active</p>

			<p>disposable rubber gloves and has non-penetrative face masks for anyone treating a suspected co-vid patient as well as thermometers that take non-contact forehead temps.</p> <ul style="list-style-type: none"> • No first aider will be forced to administer FA to a child suspected of co-vid infection – volunteers will be sought and PPE worn. • Isolation room ready and if anyone ill through suspected Co-Vid they will leave building through the outdoor environment & NOT through school building • First Aiders and SLT authored 1 side of A4 prompt sheet to be used in case of suspected Co-Vid 19. Re-visit during insets pre opening 8/3/21 • Latest guidance – Managing COVID-19: What to do LBN PH - will be shared with FA staff during insets pre opening 8/3/21 		
	<p>Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk.</p>		<ul style="list-style-type: none"> • Juniper to carry out their own assessments about actual kitchen space – and to provide HT with kitchen RA. – Received by MH • Perspex screen fitted over serving hatch w/o 7/7/20 		<p>Experience from Summer & Autumn terms shows that we can safely distance the groups we would have in school with tables cleaned in between</p>

	<p>During Spring 2021 lockdown all children eating staggered in hall as numbers much lower than normal</p>		<ul style="list-style-type: none"> ● Mobile heated dinner trolley purchased Aug 2020 so EYFS can be fed in their rooms to reduce pressure on kitchen and main hall ● Stagger Lunchtimes in Sept. so groups are not mixing: <ol style="list-style-type: none"> 1. EYFS 11.30 onwards in their rooms 2. Y1 11.30 am 3. Y2 11.45 pm 4. Y3&4 12.40-1pm 5. Y5&6 12.10-12.35pm ● Tables / surfaces cleaned between sittings by school staff ● <u>Staff: Stagger use of staffrooms: Main Staffroom (Y3/4), Meeting Room (Y5/6) & Parish room (Office staff) & EYFS & KS1 in their teaching areas for lunches so Social Distancing (SD) & bubble working can be met – timings as above.</u> Extra sets of kitchen equipment purchased to allow food prep area in Meeting Room & EYFS office. ● Staff can order school dinners or bring in from home. Staff to wash hands and wipe surfaces after use before the next staffenter/ staff to sanitise hands and wear masks 		<p>the different phases eating times</p>
--	---	--	--	--	--

			<p>except if exempt (see P 12 of Gov advice) after leaving classes before entering communal areas. Staff provided with guidance and training during insets pre opening 8/3/21 so they have clarity of school procedures.</p> <ul style="list-style-type: none"> All Staff to follow Gov handwashing and social distancing guidelines 		
Staffing	<p>Due to self-isolation, shielding and illness, there is a risk of staff shortages to safely deliver education/care to specified year groups</p> <p>Establishment of Bubbles from Sept. 2020</p> <p>New Bubble groupings for Jan 2021</p> <p>Full re-opening 8/3/21 means safe ratios at risk if staff isolating</p>		<ul style="list-style-type: none"> New staff audit undertaken week of 22/2/21 - 6 staff shielding (due to pregnancy, health conditions and vulnerable family members) – phoned by both MH & HT – DFE Guidance on Clinically Vulnerable P37 Bubbles for St. Luke’s as follows: <ol style="list-style-type: none"> EYFS KS1 Lower KS2 Y3&4 Upper KS2 Y5&6 Existing individual Risk Assessments to be updated early week of 1/3/21 Some staff (SEND) now cleared to work across Bubbles if absolutely necessary to deliver 		<p>SLT will be covering existing gaps so plan shows us we can remain in ratio – any further staff absence will be covered by agency locked to Bubbles where possible can largely operate independently with minimal staff crossover however some allowed to occur see guidance p40 and advice re peripatetic music staff pp54-55</p>

	Classroom layout		<p>school timetable but should minimise close contact within 1m+ (see Guidance for full opening, DFE P17)</p> <p>From Sept 2020 Y3-Y6 laid out with desks in rows facing front (no nests) Y1&2 to do so once children settled back in socially and emotionally – until then ‘nests’ allowed – see guidance P49</p> <p>EYFS & some SEND children also excused from this requirement – recognised by DFE - Shared areas can be used by 2 people (2 children/ 1 child 1 adult)</p> <p>Bubble assemblies are largest gathering allowed</p> <p>Supply teachers can still be used (see Guidance for full opening P40 – DFE)</p> <ul style="list-style-type: none"> • Equipment where possible locked to Bubble including PE & playground equipment - no contact sports in PE • & outdoor PE to be main provision indoor PE to be non-aerosol producing activities 		
	Bubble Equipment				

	<p>Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels</p> <p>Spring 2021 lockdown cabs offered to some staff so can avoid public transport – 1 staff member taken up other 2 stated happy to carry on with public transport</p> <p>Wrap around care can resume but could involve mixing of Bubbles</p>		<ul style="list-style-type: none"> • SLT with FGB support employed cabs to keep staff off underground during Summer 2020 & Spring 2021 lockdowns. • School has provided face masks for staff who have to use public transport or expect staff to follow government guidance about wearing masks on public transport <p>Volunteers can continue to attend school & local educational visits not requiring public transport can resume although extreme caution will be followed - (see Guidance for full opening – DFE)</p> <p>SLT & staff delivering to conduct separate RA for wrap around care Mar 2021 with staff that provide it – Breakfast club in bubbles not to begin before 15th March – After school dates TBC – see P.51 DFE guidance.</p>		<p>So far staff have understood the efforts by SLT to keep them off public transport. Given this is the risk level it is important for everyone to minimise their own risks to keep risk down.</p>
	<p>High proportion of BAME staff & others at higher risk of contracting serious health problems</p>		<ul style="list-style-type: none"> • Ensure all staff aware of risks. Risk Ass. shared with union rep. & then staff at briefings & insets before 8th March 2021 • Ensure all staff minimise risk to themselves and at risk groups through stringent implementation 		<p>Needs to stay amber to keep it at forefront of SLT planning.</p> <p>Experience of implementing hygiene and distancing rules with key</p>

			<p>of hygiene and social distancing rules & remaining within bubbles as much as possible.</p> <p>Revised hygiene and distancing rules in light of Guidance for full opening (DFE)</p> <ul style="list-style-type: none"> ● SLT to ensure all at risk staff are able to discuss any specific concerns at requested drop ins – signing up register to be in main office. 		worker/ vulnerable children
	High proportion of BAME staff at higher risk of serious infection leads to greater staff shortages		<ul style="list-style-type: none"> ● % of BAME staff in Feb 2021 = 45% ● All staff to implement stringent hygiene and SD rules & Bubble discipline to ensure at risk staff are protected as much as possible – staff must follow these rules so all can be protected ● All staff working in school have option to wear gloves, face shields and masks if they feel the need to within their bubble but must wear them when moving between bubbles unless have reason for not doing discussed and agreed with HT ● New see through cleanable masks ordered for explicit teaching Feb 2021 		

			<ul style="list-style-type: none"> ● Inset on 5th March to emphasise safe donning & doffing of masks (DFE guidance p13) 		
	<p>Risk of infection to staff related to young children's ability to follow social distancing rules and in meeting intimate care needs</p>		<ul style="list-style-type: none"> ● Forehead temperatures will no longer be taken at external gates (begun 2/6/20) due to advice from Public Health Newham (high temp rarely indicatory in children) ● Forehead temp 'gun' still available for staff & visitors on entry for re-assurance <p>All children in by 8th March 2021</p> <ul style="list-style-type: none"> ● All children to destination wash and sanitise on entry to school in AM – For Y1/2, Y3/4, Y5/6 phase groups younger class group wash hands first whilst older group do 10 mins aerobic fitness in playground to help with focus and then they swap ● If raining younger group wash then sanitise & older group sanitise and then wash and sanitise when toilets clear ● Late entries through front door to have hands sanitised ● Destination washing and sanitising – overseen by adults ● All children shown how to wash hands and maintain social 		<p>School fortunate to have had so many keyworker/vulnerables in since January 2021 – 65 by end of Feb 2021 amounting to 1/3 of school so systems have had good test</p>

	<p>Spring 2021 lockdown changes - Keyworkers & Vulnerables KS2 8.30 via front gate and gate into KS2 playground– 3.10 & Ey KS1 8.40-3.15 from front door</p> <p>Whole school returns from 8th March 2021</p>		<p>distancing each day by staff in classes & through bubble assemblies, to minimise the contact. However, it is acknowledged by LBN and Government that SD with very young children (EYFS) is difficult and cannot meet Gov 1m+ guidelines.</p> <ul style="list-style-type: none"> ● Guidance given to parents so they can reinforce handwashing and SD guidance and bubble learning during communications first week of March before children begin to attend ● <u>Start of day:</u> Y1 9am from YN gate YR 8.40 from YN gate Y1 8.40 from main gate at front Y2 8.40 from main gate at front Y3 8.40 from back gate Y4 8.40 from back gate Y5 8.30 from back gate Y6 8.30 from back gate SLT & member of office on 2 front gates – CB +1 on back gate and duty SLT member in playground assuring ‘phases’ not mixing 		
Pupils attending	High risk of serious infection due to pupils and		<ul style="list-style-type: none"> ● All children to receive training on starts of day, transitions including 		Hygiene routines coupled with entry/transition/end

school	staff unable to maintain social distancing - through not being able to keep Bubbles apart		<p>return from break, before & after lunch & end of day - safeguarding and SD</p> <ul style="list-style-type: none"> • Children trained in catch it bin it kill it on first day back- 8th March 2021. • All staff to have training on the revised RA for SD and hygiene in order to keep themselves and children as safe as we can – March 5th inset • All staff to stringently implement the revised hygiene/ SD procedures • Face coverings on staff and pupils removed safely on entry – disposables in bin – reusables into plastic bag and hands sanitised – <u>Neither children nor staff to use same face mask in building that they travelled in with!</u> • <u>Staff to wear a mask around the building when they are moving outside of their bubble</u> • <u>School now has CO2 monitor to aid correct use of ventilation guidance from Public Health Newham DEC 2020</u> 		of day systems will reduce risk & worked well in Autumn Term 2020 –
	Risk site is not big enough to offer learning to		<ul style="list-style-type: none"> • Government suggests optimal 2m SD but understand Phase 		Judgement of SLT that opening with phase

	<p>specified year groups in line with DfE guidance on social distancing measures</p>		<p>system in primaries, involving classes – in our case 2 classes = 1 Phase – is most reliable and achievable way to reduce risk with youngest children see DfE guidance P26</p> <ul style="list-style-type: none"> • Server room to be used by 1 member of staff only due to nature of air con – currently only person working there is ICT technician on a Tuesday – all other services moved out though it is backup FA room if we have co-vid + person on site. 		<p>system on 8th March is achievable with safety as proved successful in September 2020</p>
	<p>High risk of serious infection due to pupils not following handwashing guidance</p>		<ul style="list-style-type: none"> • All children to receive training on starts of day and transitions at initial assemblies week of 8th March • All staff to remind all children of handwashing and SD procedures at starts of day and throughout the day to encourage vigilance • Taps in toilets all now with 20 second dispense after new taps put in June 2020 • Wall mounted pump dispensers installed in every classroom by 		<p>Amber to ensure vigilance of the processes by all staff</p>

			<p>Sept. 2020</p> <ul style="list-style-type: none"> ● Regular monitoring of systems & procedures by SLT – eg destination washing at beginning of day and movement around the school 		
	<p>High risk of serious infection risks due to 'Bubbles' not moving around school at safe distance from other groups</p>		<ul style="list-style-type: none"> ● Bubble/Phase groups to be kept together with their adults ● PE/ HT assembly to be carried out within individual phases ● Children to enter directly from outside and move around building using outside as first thought always e.g. if Y1 going to eco garden – go straight outside not through corridor. <p>AM Playtimes staggered :</p> <p>KS1 – KS1 10.15-1030</p> <p>Y3/4– KS2 10.30 - 10.45</p> <p>Y5/6 – KS2 10.15- 10.30</p> <p>PM Playtimes KS1 2pm</p> <p>KS2 to have extra 10 min Aerobic session outdoors to be arranged by KS2 teachers so not all at same time</p>		<p>Amber to ensure vigilance of the processes by all staff</p>

	High proportion of BAME pupils and higher risk of serious infection within some communities		<p>NB Over 90% of pupils from BAME background in school and duty is not only to keep them and the staff safe but totally minimise any risk of transference from or to home.</p> <ul style="list-style-type: none"> ● All staff to be made aware of increased risk ● All staff and children to be clear about hygiene and SD rules ● All staff and children to implement stringent destination washing & sanitising process ● Children can bring named water bottle – book bags can be used if work going home but class teacher will inform children, we will try and keep this to a minimum to reduce chances of transmission. No PE bags until after Easter to reduce chances of transmission from home to school. 	<p>Cleaning and hygiene processes centering round whole day - vital to keeping all safe – SLT to enforce.</p> <p>Amber for vigilance</p>
	Risk of transmission from clothing if school uniform and staff dress codes are enforced		<ul style="list-style-type: none"> ● Children allowed to wear trainers and tracksuit bottoms so do not have to change if doing PE ● Families and staff advised to change clothing every day 	

	<p>Risk of transmission during the conduct of curriculum and practical activities in school</p>		<ul style="list-style-type: none"> ● Implement stringent Hygiene practises for all activities to minimise any chance of transference ● SLT have revised the range of curriculum activities and equipment available – named equipment packs and shared chromebooks (1 between 2) linked for duration with specific child. ● Rooms & corridors de-cluttered – room furniture minimised to allow more space for SD <ul style="list-style-type: none"> - Soft furnishings/toys removed that can't effectively be cleaned each day - Doors to be propped open – both internal and external & windows opened along with skylights by caretaker on opening up to allow for adequate ventilation - DFE guidance PP21-22 – SLT to monitor to ensure this - All rooms to have their own supply of disposable cloths and anti-bacterial cleaning stocks so regular intermittent cleaning of equipment can be carried out – such as keyboards - chromebooks cleaned at end of 		
--	--	--	--	--	--

			<p>day – put on charge and handed to them next day by staff</p> <ul style="list-style-type: none"> - If a child is reported to have tested positive for Co-vid19 then school will track and trace all contact with that child and people in school over likely incubation period & inform PHN, DFE & Education Space 		
	Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)		<ul style="list-style-type: none"> ● All children to receive training on why and what we are doing this for. <i>Current RA for specific children reports only 1 case of deliberate spitting (behavioural) – see DFE guidance PP14 & 23</i> ● any child found to have done this will be isolated (FA Room) and parents rung to collect child and keep them off. ● Any child who has a mild illness/allergy that results in constant coughing or sneezing to be assessed to see if appropriate to send home to minimise risk of spreading infection. 		No evidence of any child having done this from amongst the children we have had in either during lockdowns or full opening in Autumn Term
Journeys to and from school	High infection risk due to parents and/or pupils not observing social distancing on journeys to and from		<ul style="list-style-type: none"> ● Guidance for parents on first week back in March & new leaflet to be distributed in Spring Term 2021 when delivered by LBN. School will advise avoidance of 		Staff are already avoiding Public Transport – expected that families will

	school		<p>Public Transport especially Stratford, West Ham and Canning Town stations – children encouraged to walk or cycle if at all possible.</p> <ul style="list-style-type: none"> • SD procedures for accessing building to be communicated to parents and implemented strictly <p>End of Day:</p> <ul style="list-style-type: none"> • YN 3pm from Nursery gate • YR 3.15pm from Nursery gate • Y1&2 3.15 from area near bike shed unless raining then from main door • Y3&4 3.20pm through back gate • Y5&6 3.10pm through back gate 		embrace this after evidence presented to them.
Fire Safety	Risk of unsafe fire management practice due to staff shortages		<ul style="list-style-type: none"> • Revisit Fire safety and emergency evacuation procedures and ensure all staff and children are clear about these and any changes to roles and responsibilities. • Increase number of Fire Marshalls (training booked in Feb 2021 as soon as trainers back delivering) 		<ul style="list-style-type: none"> • KS2 straight out of classroom into playground and around to KS2 playground. KS1 out and onto football pitch. EYFS out through YN

			<p>& MH passed training Feb HT 2021</p> <ul style="list-style-type: none"> • Social distancing in lines will need to be enforced. • FD Spring 2 2021 to carried out when all children in. 		<p>gate and YR door into KS1 playground and onto football pitch</p>
<p>First Aid and Pupils with Medical Conditions</p>	<p>Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection</p>		<ul style="list-style-type: none"> • Revised FA procedures – First Aiders administering any first aid to wear mask and gloves • Isolation room identified (FA room) and 2nd FA room (meeting room) • PPE secured for FA administration and for children with medical conditions: thicker gloves – face masks – all in one suits and eye goggles and face shields • Instructions for dealing with incident of suspected Co-Vid 19 agreed by SLT and First Aiders and displayed and revisited during training before 8/3/21 <p>For further info see Managing Co-Vid-19: What to do LBN</p>		
	<p>Risk that first aid arrangements do not provide adequate support for pupils due to staff</p>		<ul style="list-style-type: none"> • Audit First aiders carried out June 2020 to identify number present each day and any lapsed qualifications and DP – training accessed Dec to add 2 new First 		<p>School would never run without adequate FA provision</p>

	shortages		<ul style="list-style-type: none"> Aiders and update 2 others training updates 		
Dealing with children or Adults showing symptoms in school	Risk of transmission where children show symptoms		<ul style="list-style-type: none"> Clear instructions conveyed to parents to keep all children at home if displaying symptoms and siblings – resent week of 22/2/21 See current DfE guidance in ‘If a child displays symptoms ...’ <p>Link shared with parents before children come back</p> <p>Latest public health guidance shared with all staff weekly at briefings on Fri AM</p> <ul style="list-style-type: none"> First Aid room set up as isolation room for children with Co-Vid 19 symptoms – Staff to wear PPE when dealing with suspected covid symptoms If child has to be collected they will be escorted around the outside of the building to door by HT office and collect child from there and exit same way – if they need toilet escorted to disabled toilet in KS2 corridor and then 		<p>1 child confirmed with symptoms on site since pandemic began - early Dec 2020 – dealt with by same processes as here – one cross infection recorded prior to isolation</p> <p>Procedure worked in case of infected child Dec 2020 – no further infection once child isolated</p>

			<p>toilet taken out of action</p> <ul style="list-style-type: none"> Any FA's who treat someone with symptoms or pupils close by do not need to go home unless develop symptoms (see Guidance for full opening 'close contact' – DFE p11) but will be offered Lateral Flow tests Anyone asked to isolate has now to do so for 10 days - DFE guidance 		
Pupils with Special Needs	Risk the needs of pupils with complex SEND cannot be safely met in school		<ul style="list-style-type: none"> The support for children with SEND needs to be specific for individuals – the availability of specialist staff, equipment etc needs to be taken into account when working with parents and staff to identify how needs can be met – see 'Younger people struggling to SD' P16 DFE guidance Reviewing EHCPs of all SEND children by FN - ongoing Liaising with parents of SEND children to discuss needs and how these can be met safely on weekly basis by FN Need to consider the DFE Guidelines for meeting needs of children with SEND - on Gov.UK 		Possible for a couple of L4 HNF children and SENDCO to liase directly with their parents.

			<p>site</p> <ul style="list-style-type: none"> Certain activities such as social skills to be done within Bubble groupings where possible 		
	Risk the needs of pupils with complex SEND cannot be safely met out of school		Review of EHCPs with staff, parents and pupils (conducted end of Summer 2020) as well as RA for any SEND child to be at risk of not being able to follow SD and Bubble learning.		There is already very established process of collaborative work re SEND children by SENDCO & families – this will continue
Safeguarding	Risk that in this 'temporary' situation that usual safeguarding practices slip		<p>Safeguarding Policy Addendum updated and shared with Governors on PSP committee June 2020 – remains in force</p> <p>With full return to school and end of lockdown restrictions predicted June 2021 safeguarding procedures expected to largely return to pre lockdown levels</p>		Continuity of safeguarding procedures during lockdown has meant no detected drop off in safeguarding.
Site Safety	Contractors needing to visit site/ agency staff hired for a session		<ul style="list-style-type: none"> Where at all possible site visitors arranged outside of school hours – all hygiene practises apply Office printed out safe working questionnaire to be read on entry by all non-regular staff 		

<p>Communication</p>	<p>Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections</p>		<p>Risk Assessment to be displayed on website from 1st March 2021 and shared via a link</p>		<p>Establishment of system of texts and directed emails around Google classroom, key worker attendance and food parcel recipients have meant parents remain well-informed. School moving to 'Schoolping' system after Easter 2021 so emails can be sent out to further improve communication</p>
<p>Staff health wellbeing and workload</p>	<p>Risk of mental health impacts</p> <ul style="list-style-type: none"> - Increased anxiety - Dealing with bereavement - Different family circumstances and level of risk <p>Spring Lockdown – staff on site reduced and where possible homeworking encouraged however safe ratios need to be maintained in school</p>		<ul style="list-style-type: none"> ● Hoped that school will have 2 Lateral Flow packs (14 tests) per staff member for week of 8/3/21 so staff can take regular tests to allow detection of any asymptomatic cases – some staff have already accessed these tests Feb 2021 ● Regular 1-1 discussions with SLT to discuss concerns ● Sessions for staff to be re-assured before re-opening on 8.3.21 ● During Spring 1 all staff have had opportunities to attend NHS run sessions around mental health ● Opportunity for staff to feedback 		<p>Payment of cabs for staff during lockdown is one of measures that has shown the commitment of SLT and Gobs to keep staff safe alongside training (available to all) on staff's own strategies to protect their mental health delivered by external NHS staff during Spring 1 2021</p>

	<p>Staff returning full time whilst country still in lockdown 8.3.21</p>		<p>to SLT the implementation of plan – weeks of 22nd Feb & 1st March</p> <ul style="list-style-type: none"> ● Signposting to support services for staff – dealing with anxiety, bereavement etc ● Workload -Balance of providing home work and children in school shared between those isolating and those onsite ● See also – Supporting Pupil and Student Well-Being – DFE 		
<p>Recommendation: <i>Taking into account our analysis of risks and mitigating action & our experience of coming out of previous lockdowns safely, the overall recommendation about the school’s ability to safely reopen is that we can achieve this - however the it is important to acknowledge that any regulations however efficient can be circumvented by an asymptomatic, contagious person being in attendance so vigilance must remain high:</i></p> <ol style="list-style-type: none"> 1. Risk assessment has identified mitigating actions that will be put into action plan with clear procedures for staff. 2. There is still a lack of evidence and information from Government about transmission rates between children and children and adults making assessment of level of risk difficult to assess without detailed scientific and medical knowledge on viral transmission. 3. Given the experience of opening from previous lockdown in Sept. 2020 & being open for children of KW and vulnerable children, we have demonstrated that we can implement SD and hygiene procedures as we have had only 1 case involving a child in 11 months so far. However, we judge that it is best practice to admit the children in staggered pattern over 3 days as in September 2020 as this would enable us to minimise the risks to children and staff. Current DFE guidance prevent this – advice being sought. 4. At all times we are continuing to follow the requirements for Keeping Children Safe in Education which are statutory. The Health, safety and welfare of our staff, children and families have underpinned this risk assessment and plan and we judge we have developed this plan to be as safe as we can make it given the uncertainties of the situation. We are not in a position to guarantee 					

that there will be no transmission of the virus all we can do is to minimise the risks as best we can.

5. Process of expanding the number of children in school –

Governors & Union reps informed of plan 24th feb 2021 then:

Step 1 - – Informing staff of plan – identify any concerns/ amend plan – 26/2/21

Step 2 - Informing staff of plan – identify any concerns/ amend plan – 28/2/21

Step 3 - Inform parents of plan and requirements for Hygiene/ SD – 1/3/21

Step 4 - training of staff – Fri. 26th Feb and Fri 5th March 2021

Step 5 – phased admission of children – dates from Mon. 8th March 2021

NB The plan and phases will be reviewed regularly and is dependent upon – availability of staff, numbers of children, successful implementation of procedures, changes to government requirements, advice and guidan