

School Effectiveness COVID-19 Risk Assessment Plan – South End Infant School
Full School Opening – September 2020 / Tier 4 Restrictions January 2021

Created on	Updated on	Updated on	Updated on	Next Review
14 th July	22 nd September	19 th October Reviewed: 23 rd November	3 rd January	1 st February

Please read following risk assessment in conjunction with:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=22%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings?utm_source=614685df-53fd-426b-9792-e67943a69deb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

[Northamptonshire COVID-19 Outbreak Prevention and Control Plan](#)

Risk: Transmission Through Contact	Who	Measures taken:
<p>To reduce risk of illness of all staff but in particular vulnerable staff and family members through direct and indirect transmission of the virus</p> <p><i>(Government Guidance states that all staff members are able to return to work as shielding advice has been withdrawn)</i></p>	<p>All staff Governing body</p>	<ul style="list-style-type: none"> • Parents clear that symptomatic children or children with symptomatic household members do not attend school until tested negative or after recommended isolation time • Staff caution promoted and advised. Staff told to only come to school if their household is not symptomatic • Posters reminding people not to enter site if they have COVID19 symptoms or have tested positive in the last 10 days • Posters about self-isolation / Test and Trace around site • Risk Assessments about crossing bubbles in place for individuals • Individual risk assessment meetings offered with HT for those in high risk groups or with anxiety – particularly 1:1 staff • Reasonable adjustments made for the return to work of those previously off site and shielding – Individual risk assessments offered for those staff • PPE as requested / limited movement between Bubbles / clear work areas for least contact • Guidance states that staff can ‘still work across groups if that is needed to enable a full educational offer’. This is to be kept to a minimum, avoided within same day unless there is sudden staff shortage and safety is compromised • Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can. • Designated staff room areas for each year group with supplies and maximum occupancy notices • Designated toilets for staff groups • Limited staff meetings with social distancing

		<ul style="list-style-type: none"> • No whole staff briefings – communication via email • Hand washing / sanitising facilities available throughout school • Parents to have limited direct access to staff • Advice / reminders given to staff working 1:1 with children about distancing – table shields purchased • Records kept of staff entering bubbles to enable identification of close contacts • If a first aider has to cross a bubble to assist, they will wear a mask <p>Tier 4 Update – January 2021</p> <ul style="list-style-type: none"> • Re-issue vulnerability survey to staff – extend to CV / CEV in self / household / bubble and which union they are in so union advice can be followed • Tier 4 posters around school • No PPA for first fortnight back – minimise staff movement • Minimum 2 staff members each bubble • Bubbles to go to remote learning if union members follow advice to work from home (to avoid moving staff to cover) <p>LOCKDOWN – KEYWORKERS January 6th onwards</p> <ul style="list-style-type: none"> • Some support staff on rotas to limit numbers • Some support staff given shorter times onsite and administrative tasks for home if they have family vulnerabilities / children home-schooling • PPA in each Year Group changed to limit movement between bubbles
<p>Minimise contact between individuals and maintain social distancing where possible</p> <p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> • Classroom layout • Resources • Use of outdoor areas • Lunchtime provision – how, when, where? 	All staff	<p><i>Government acknowledges that ‘social distancing cannot be maintained in schools’ however efforts will be made to maximise the possibility and staff encouraged to distance themselves from the children</i></p> <ul style="list-style-type: none"> • Class Bubbles – children not expected to distance but encouraged to do so • Class Bubbles remain separate from others in the Year Group • No whole school celebrations • Staff avoid working outside Year Group Bubble on any given day • Separate Bubble staff rooms (3/4 in total) with maximum occupancy signs and social distancing • Where teaching is from front, clear designated area for teacher distanced from children • Staff working on interventions to work predominantly in class rather than 1:1 • Where 1:1 work takes place, staff should follow guidance given on seating and distance • Records kept on staff in any bubble on any day • If staff need to operate across bubbles (in order to deliver the curriculum or an intervention), those staff should try to keep a distance from pupils and other staff – ideally 2m • Risk assessments for crossing bubbles • When circumstances allow, staff to keep 2m distance from each other and pupils • Pupils to be encouraged to maintain distance and minimise touching of staff • Staff to avoid holding hand of pupil unless absolutely necessary • Adults to maintain a 1m distance from others • Staff should keep out of the eyeline of children i.e. not on the same level / face to face • Furniture / resources not needed to be removed and stored in the Hall

- SOME essential resources back in class – e.g. reading books but not enough to present cleaning burden
- Reading books to be quarantined for 72 hours before re-integration
- Tables set out to provide distancing and seating to provide forward facing where possible and space allows
- Areas and rotas established for playtimes / outdoor opportunities
- MDSAs work in allocated classes
- Lunchtime Supervisors trained by site staff about cleaning tables / touch points appropriately
- Site staff to clean toilets at lunchtime and corridor touch points
- Toilets allocated to each Year Group Bubble Y1 / 2, Classes EYFS
- Book bags / water bottles from home
- Teaching & Learning policy modified to reduce direct daily marking / handling of exercise books
- In-depth marking to be kept to the amount necessary to impact next learning
- Exercise books to stay in school
- Reading books to be quarantined in class bubbles before re-allocating
- Pencils in individual / shared pots to be washed minimum twice weekly
- Shared tablet, wiped with disinfectant wipe at the end of each day
- Staff wash hands before and after putting tablets on charge
- Lessons planned so that activities are individual, not shared as far as possible
- Resources kept within class bubbles
- EYFS to follow curriculum but encourage small groups at any single activity
- Year 1 to have an element of continuous provision for first half term
- Children and adults to clean down tables at lunchtime
- MDSAs to Hoover and clean tables at lunchtime
- Doors to outside and windows to remain open as far as possible
- Toilet entry doors (other than Y1 boys for privacy) propped open
- Handwashing stations / hand gels for entry to / exit from classroom
- Activities in class to minimise touching / sharing items. No hand holding / passing artefacts / singing / food making or tasting etc
- Outdoor areas zoned and timetabled All PE outdoors with resources shared in Year Group but cleaned or left for 72 hours between Bubble use
- Identified walkways across playgrounds
- Staff to be aware of fire risks and keep fire exits and exit routes clear (fire practice in October)
- Keep exit routes clear inside and out
- Fire evacuation plan to include the closing of doors and windows that are easily accessible on exit to prevent the spread of fire

Tier 4 Update – January 2021

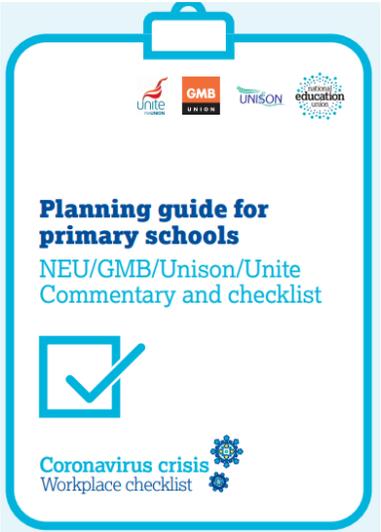
- Tables that had been put into groups (after December Review) to revert to forward facing for the first fortnight and a noticeable drop in local cases

LOCKDOWN – KEYWORKERS January 6th onwards

- Changes to working hours of some TAs to cover lunches to cover for absent MDSAs

<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.</p>	<p>SMT All staff</p>	<ul style="list-style-type: none"> • Supplies are allocated to classrooms and stored centrally • Staff able to wear PPE if it is their preference to if they feel anxious in a particular situation • Majority of staff will follow the guidance for full opening that states that there is no necessity for PPE unless it was previously relevant to the situation e.g. first aid / personal care or when supervising a symptomatic child awaiting collection within a 2m distance • Staff may also wear a mask if it is impossible to maintain a minimum 2m distance. If staff choose to wear a mask, they are responsible for the safe use in accordance with guidance from DfE about wearing and removing • PPE disposed of in marked bin • Parents where there were concerns about child's ability to follow rules called by HT • Individual risk assessments for children who potentially could struggle / have toileting needs • Home-school agreement and routines communicated to parents • Parents made aware that adherence to behaviour policy is essential and that it has had to be modified to compliance within the class setting • Parents made aware that children unable to comply may be asked to stay at home • Parents to be made aware swiftly if a child is struggling to maintain safe distances / behaviour
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs</p> <p>To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes</p>	<p>SLT All staff</p>	<ul style="list-style-type: none"> • Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances • Staff alert site / office staff if supplies running low • Enough PPE in classrooms to deal immediately with any emergency situation and for where there is a staff preference to wear it • PPE to be worn when administering first aid and helping children with toileting accidents without exception • Face shields available in addition to masks • Posters for the safe putting on / taking off of PPE in each class and staff new to site trained • Lidded bins for used PPE / face masks • PPE within classrooms to be monitored and re-stocked by class staff • Thermal thermometer allocated to each Year Group will not be used as a measure for a child being symptomatic as this is an unreliable measure (PHE)
<p>To establish procedures to ensure regular hand washing in accordance with guidelines of minimum of 20 seconds</p>	<p>Allocated TA</p>	<ul style="list-style-type: none"> • Site / cleaning staff assigned to refill soap dispensers at the end of the day • Additional soap dispensers in each Bubble in case they run out • Children encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. • Classroom bins (open lidded as young children cannot use pedal bins) and tissues – emptied and double bagged through day if necessary • Adults encouraged to wash hands / use gel every hour particularly on arrival / leaving • Increase number of handwashing posters • Children to be observed washing hands on return to classes from toilet • Staggered breaks including toilet breaks where possible • External toilet doors to be wedged open in EYFS • Children wash hands before snacks and meals • Reminders of safe respiratory practice – catch it, bin it, wash hands

<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p>	<p>HT</p>	<ul style="list-style-type: none"> • Meeting Room has been located enabling and contagion be contained • Waiting can be done outside but following PPE and distancing as with inside • Staff with child to wear PPE without exception • It will be closed if it is needed to be used until a test result is obtained • It will be left closed until result of test obtained • After negative test / 72 hours after positive test it will be deep cleaned and fogged and re-opened • Disabled toilet only to be used if necessary – alert site staff if it was used as it will also need closing • Phone DFE helpline- 0800 046 8687 Press option 1 if reporting positive result – they will ask: <ul style="list-style-type: none"> o School name o Postcode o Who you are o Age range o Number on role o Key contact details- this will be the person making the call o Detail of the pupil testing positive o Year group of positive case o Date test confirmed o Single case or 2+ confirmed • Follow advice for Track and Trace • Possible closure of Class or Year Group Bubble but DfE advise what to do, who to inform and how • Refer to class logs to support internal Track and Trace in event of closure • Most up to date guidance is displayed in the office – office staff will inform parents • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
<p>Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines within Class and Year Group Bubbles</p>		<ul style="list-style-type: none"> • Audit of staff carried out and deployment / individual risk assessments established (Jan 21) • Plan is in place to ensure that each class/group of children is staffed • Where possible, staff absence is covered within year group and not across year groups in same day • Staff contracted hours from September • Absence policy for children and staff re-implemented • Intervention groups to be run in same facing forward format as classes wherever possible, or support to be in classes • Minimal number of staff in office where space is limited for social distancing – office identified as a distinct bubble • Surface wipes available in office for phones / keyboards /doors etc • Alternative staff areas established to reduce traffic in staffroom • Staff allocated toilets for Year Group • Maximum occupancy signs on staff rooms

<p>To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation</p>    <p>See also NCC Employee Assistance Programme (on HSW pages of Huddle under NCC guidance)</p>	<p>HT / SMT</p> <p>School Business Manager</p>	<ul style="list-style-type: none"> • Follow HR advice to identify vulnerable staff and appropriate actions • DfE advice to staff with risk assessments / safeguarding update / parent letters / working teams • All of the above to Governors • Staff encouraged to make use of union services • Weekly SMT meetings to discuss staff well-being • SMT monitor staff well being on site daily, of teams off site weekly • Staff meeting agenda to have standard well being item • Support staff encouraged to put concerns forward for discussion • Weekly staff briefing replaced with update email • Staff meetings in the hall • All Staff encouraged to email / phone HT and / or SMT with any concerns • Staff able to contact Chair of Governors if they feel concerns not fully addressed • Access to well-being and mental Health support communicated and shared with staff • Admin and SLT staff to limit visits to bubbles and between bubbles • Staff to limit visits to the Office Bubble • DSL to be primarily in Office bubble • Both would be able to work offsite if well but self isolating • Staff to maintain social distancing at all times and move past quickly in closed areas eg corridors • Staff encouraged to bring flasks / packed lunches to avoid shared areas • Disinfectant wipes available near phones / photocopier • Staff advised to use designated toilets for each bubble – Reception / Office / Y2: staffroom toilets, Y1 Hive toilets • Increase PHSE to minimum of daily lesson + mindfulness • Meeting with SEJS SLT and site staff for contingency plan in case of self-isolation of site staff
<p>To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk</p>	<p>HT and CoG</p>	<ul style="list-style-type: none"> • Parents to receive a minimum fortnightly update • Parents informed of expectation regarding attendance • Parent letter written in partnership by Head teacher and Chair of Governors has been shared with all Parents • New website to re-establish area for COVID information including risk assessment • Information in monthly newsletter / via parent mail • Details provided of safeguarding measures in place to mitigate risk of infection • Return to normal Safeguarding Policy – all staff issued with part one as a hard copy • Clear expectations for parents have been shared – site security / social distancing amongst adults / prompt collection times / non-attendance if any family member is presenting as being symptomatic / school following DfE directives if there is a positive case that may or may not result in a bubble closure • Children given own work space / resources where possible • No book bags / toys brought from home

Processes and procedures are established and shared with Parents for pick up and drop off arrangements	HT / SMT	<ul style="list-style-type: none"> • Staggered start and end times have been established • A minority of families have a negotiated entrance or collection times due to disability or extreme waiting times on site • One way system for Reception / Year 1 • Social distance signs up • Strict adherence to drop off / pick up times communicated • Lateness judged against staggered time not normal time • Requirements have been shared with parents through parent mail and home – School Agreement for re-opening • Parents made aware not to dwell on school grounds talking to other parents or expect any conversation with bubble staff • Any discussions with parents to be via phone – not face to face am / pm • Parents advised to bring children to school by one parent only and without siblings as far as possible • Parents to leave children at class door in socially distanced line • where siblings have to come on site they are to stay with parent(s) and not use outdoor equipment • parents not to enter school building unnecessarily • persistent lateness to be picked up by HT • Outdoor equipment re-opened for school day use only • Parents reminded to park further away and walk in allowing time for social distancing • Parents advised children should not have a mask or other unnecessary items in school •
Key Bubbles – non-classroom		<p>Office</p> <ul style="list-style-type: none"> • Wipes for surfaces and phones – should do themselves regularly • No access for non office staff • Strict social distance from other staff • Can work from home of self isolating as long as well <p>DSL</p> <ul style="list-style-type: none"> • In office bubble primarily, maintaining social distance • All information / conversations on MC in case of absence • In the event of illness, deputy DSLs ask advice from SEJS DSL (Gurdip Kaur) <p>Site / Cleaning</p> <ul style="list-style-type: none"> • Cleaners maintain social distance • One cleaner at a time in cupboard • Follow guidance from site manager • Site manager not in any bubble on either site • Site manager to train assistant in general tasks in case of illness • Additional cleaner employed • Cleaners flexible across SEIS / SEJS in event of shortage

Reduce risk by limiting number of 'other' adults on site		<ul style="list-style-type: none"> • Where possible, deliveries / repair engineers to be before 8.30 after 4pm • Supply teachers and other specialists adults will be allowed on site but must maintain a distance from other adults • Where possible, risk assessment to be emailed directly to specialists 48 hours before their arrival on site • Admin staff to keep an accurate register of visitors onsite and their location each day • Posters displayed to make essential visitors aware of safety measures they need to take • All visitors expected to sanitise hands on arrival • All visitors to only use main staff toilets • All visitors given protocol sheet on their first visit if they are not accompanied by a member of staff • Essential works or servicing that has to take place in school hours: <ul style="list-style-type: none"> ○ Ask about their company's COVID procedures ○ Ask them to sanitise hands on arrival ○ Ask them to observe social distancing onsite <p>LOCKDOWN – KEYWORKERS January 6th onwards</p> <ul style="list-style-type: none"> • Work packs for children to be left in foyer, times for KS1 classes to collect, laminated class list for parents to indicate they collected
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	HT / SMT	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents through parent mail • Expectation that children are collected promptly has been communicated to parents • Expectation that parents will keep children at home if any family member is symptomatic and inform the school • Expectation that the family will self isolate for 14 days or until a negative test result is received • Expectation of engagement with Track and Trace communicated to parents • School to follow DfE guidance if there is a positive test • Staff assisted in securing a test if necessary • If a child goes home due to possible symptoms, classroom will be fogged and toilets cleaned • Parents told school must know about appointments in advance • Children to exit through main entrance if during the school day • If a child is symptomatic, all siblings go home including those in SEJS • If a child is sent home clearly symptomatic, the room they were in may be fogged by contacting site staff • Clean rooms in accordance with: <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings •
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff for classrooms	<ul style="list-style-type: none"> • Follow government guidelines as follows: <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Stock check by site staff to ensure sustainability

	Site/ cleaning staff overall	<ul style="list-style-type: none"> • Site manager to give cleaning staff checklist and demonstration of safe practice (1.6.20) • Cleaning staff to alter working hours to start at 4.15pm • All staff offsite to allow cleaners to complete before they leave at 6pm • Classroom staff to assist with cleanliness throughout the day (wiping down surfaces / door handles / checking toilets periodically) and by hoovering at the end of the day • Site assistant to clean toilets / touch points at lunchtime • Disposable tissues, in each class for 'catch it. Bin it, kill it' • Bubble areas to be cleaned throughout the day with cleaning materials provided • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> Door handles and push points Desks, table tops Toys Teaching equipment/resources Bannisters Light switches Books Toilets Sinks • Checklist for MDSA cleaning in place – MDSAs trained by site supervisor • Use of disposable cloths • Mask (if choice of cleaner) with gloves changed between different rooms • Additional cleaning capacity in place through use of teaching and support staff. • Waste disposal in line with guidance of double bagging and stored separately for 72 hours • Cleaning staff to have schedule for cleaning in their buckets • Additional cleaner employed to further enhance cleaning • Teaching staff offsite by 5.30 and working in one area of their class after school day to ensure cleaners can operate effectively <p>SHARED AREAS / RESOURCES</p> <p>It is accepted that items in the shared staff rooms / kitchen cannot be constantly cleaned. Staff should:</p> <ul style="list-style-type: none"> • Bring their own flask / water bottle where possible • Wash hands before and after using shared areas • Clean down any table they choose to eat at both before and after, leaving it to dry first • Staff advised not to use shared crockery / utensils <p>ANY PROBLEMS WITH CLEANING MUST BE REPORTED TO DAVE HUCK ASAP 07903 385315</p>
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> • Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment for Reception children and with PE equipment for all others • Trim trail / exercise equipment is out of bounds to all children until general parks / playgrounds are deemed safe to use by Government

		<ul style="list-style-type: none"> Outdoor equipment remains open as long as local park areas are not closed Parents should not be bringing other children onto site and if they have to, those children will not be using any equipment
Risk: Safeguarding		
Recommission all systems before re-opening	Site Supervisor	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> gas, heating, water supply, mechanical and electrical systems
Ensure water systems are safe and operational	Site Supervisor	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.
Check your fire safety systems	Site supervisor Headteacher	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> all fire doors are operational fire alarm system and emergency lights are operational
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. Exhibiting mental health and well-being issues In need of bereavement counselling Meeting the social care thresholds 	DSL Headteacher SENCo	<ul style="list-style-type: none"> Pupils have been identified individual risk assessment if necessary LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support Action plan put in place to ensure increased needs are addressed if necessary Attendance to be monitored, particularly of those with previous poor attendance Staff to plan for distance learning in event of isolation or local lockdown Encourage use of My Concern for any doubts staff may have Re-issue reviewed Safeguarding policy appendix for COVID to all staff Fire evacuation procedures shared with staff – social distancing not necessary in evacuation, normal points of collection Fire Practice scheduled for near October half term Reviews – EHA / ECP / CIN / ISP – to continue Meetings with parents to continue on the phone or outdoor and socially distanced until social distancing rules are relaxed LOCKDOWN – KEYWORKERS January 6th onwards Use COVID19 chronology update on My Concern Use of Google Teams to increase social interaction of children at home with school Fortnightly phone calls home
To identify actions needed for safer recruitment processes to be complied with	HT / CoG	<ul style="list-style-type: none"> School to follow recommended guidelines on recruiting process with adjustments made as advised by HR
To keep Governors aware of actions and their responsibilities	HT / CoG	<ul style="list-style-type: none"> Head teacher to liaise primarily with Co Chairs of Governors Head Teacher to place all documentation on Governor Hub for Governors to scrutinise

		<ul style="list-style-type: none"> • Site walk with H&S Governor to discuss options for routines • SDP revised with reference to emergency planning and recovery curriculum •
<p>To ensure that all children receive an appropriately balanced curriculum that takes account of:</p> <ul style="list-style-type: none"> • Core skills • Learning during lockdown • mental health & well being • identifying need for intervention / catch up curriculum 	HT / SMT	<ul style="list-style-type: none"> • Teachers to be aspirational in expectation • Assessments in first 3 weeks on to Target Tracker to provide accurate baseline • Increase PHSE lessons • Opportunities for practise of core skills – reading, writing, fluency in maths • Identify skills / knowledge gaps from previous year and plan to fill • SEND / PP interventions in first instance once a safe way of working is established and staff in place • Aim for foundation subject coverage, Core subjects responsive to pupil needs (identified in assessments) • Look to EEF guidance for targeting interventions / 1:1 and TA deployment • Daily virtual assemblies to be introduced to support PHSE / Recovery curriculum – HT • SENDCo / HT / DH to identify initial interventions as result of assessments • HT to communicate with parents about attendance LOCKDOWN – KEYWORKERS January 6th onwards • Learning to be offered from website / emailed out to parents / as workpacks • Weekly class assembly on Google Teams • Emailing in classes in Year 2 • Offer to parents to request virtual meeting if unsure of learning • Remote learning replicates onsite learning



COVID19

Risk Assessment

January Tier 4 Update 2021 &

LOCKDOWN – KEYWORKERS January 6th onwards

Review w/b 1st February (SLT)