Red Oaks Primary School

Risk assessment for: Returning to school following Coronavirus Pandemic

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Please read carefully. If at any time, the headteacher and/or Governors feel that it is not safe to open the school as a whole, to groups or individuals, parents and staff will be informed immediately.

Item, place or circumstance to be risk assessed	Risk rating (before measures)	Actions taken to minimise risks	Risk rating (after action taken)	Person responsible
Whole school environment				
Distancing in corridors	Med	2m distancing tape will be stuck on the floors. Once children are in school, there will be a minimum amount of movement around the school. Staff will wear masks when walking in corridors from November 3rd.	Low	All staff All pupils
Assemblies	High	There will be no physical assemblies or large group gatherings of any kind until further notice. These will be conducted virtually.	Low	All staff All pupils
Lunchtime and break time	High	Each year group will have an allocated area and timings will be staggered. In the case of lockdown, bubbles will have the same lunch time but allocated areas in which to play.	Med/low	All staff All pupils

		Staff will be vigilant and separate any groups or gatherings. Lunchtimes and playtimes will be staggered. Children will wash their hands before eating. Visual reminders showing the sequence of hand washing will be in toilets and auditory reminders i.e. songs/counting will be used. Social Stories will be written for specific SEND pupils so that they can practise at home. Hot school meals will not be available. Children will eat packed lunches outside in fine weather. They will eat in their same class groups inside if it is cold or wet. Hard surfaces will be sprayed before and after use with antibacterial spray and paper. Children will not exchange food or try each other's food. Any waste will be put back in the child's lunchbox.		

		Children will sit at a set place at tables which will be wiped down after lunchtime		
Taking Registers	Low	Dinner registers will be stored in trays outside of the school office. These will be collected and returned by an adult in the mornings and in the afternoon. These will be sprayed before and after use with antibacterial spray and paper.	Low	All staff
Office space	Med	Children and staff other than the headteacher will not be permitted in the office. Signs will be placed on the doors to remind staff and pupils. Use of safety tape will be considered if necessary.	Low	Office staff Headteacher
Movement around school	Med	Once children are in classes, movement around and through the school will be very limited and only where necessary Where staff need to move about between classes and year groups they should try to keep their distance from pupils and other staff as much as they can ideally 2m from other adults. For some SEND children who find following instructions difficult, coloured tape/footsteps i.e. a coloured	Low	All staff All pupils

		trail will be used as a visual reminder. Social Stories will be written as necessary to remind specific individuals of new routes. Some SEND children may need a later start time and may need to practise their social story and routine with staff.		
External visitors	Med	External visitors will only be permitted if absolutely necessary. This includes parents. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but ensure they minimise contact and maintain as much distance as possible from other staff. School will ensure that site guidance is explained to any external visitors. Supply teachers will not be used during lock down and only if there is an urgent need at other times. Access to Work for Deaf staff will have copies of the risk assessment prior to coming in to school and must adhere to this.	Low	All Pupils All staff All staff, visitors, office staff Deaf staff Access to Work staff
Photocopying	Low	There will be a one in, one out rule in the reprographics room. There will be anti-bac wipes near to each photocopier so that buttons can be wiped after each use.	Low	All staff

Class based activities				
Classroom sizes	High	There will be whole year group bubbles for children in Reception and Y1 only due to the nature of the curriculum and shared outside spaces/resources. Year 6 will also become a bubble for teaching purposes. For all other year groups, bubbles will be class sized. During full lock down, all year groups will become bubbles. During lockdown/ school closure bubbles will be in year groups and will only be for vulnerable or key worker children.	Low	Headteacher SLT Class teachers
Ventilation	High	Classrooms will have all doors and windows open for ventilation as much as possible. Children will have increased opportunities to learn outside.	Med/Low	All staff All pupils
Seating arrangements	High	From Year 1 upwards, tables in classrooms will be arranged so they are all forward facing. Children will not be set work on group tasks that involve close working.	Med/low	All class based staff All pupils
Carpet time	High	Children will not sit on the carpet in large groups to learn or for story time. This may only happen in small groups where children are distanced.	Low	Younger pupils Associated year group staff
Book corners and libraries	Med	Book corners in classrooms can be used	Low	Teachers

		and shared with in the bubble but should be cleaned regularly along with all frequently touched surfaces. Children can use the school libraries but there will be a rota system for changing books. There will be a 'day of the week' labelled box for returns and books will be left for 48 hours before being put back on the shelf. Role play corners to be taped off and not in use until further notice. Dressing up clothes will not be used until further notice.		Librarians Children
Cloakrooms and lockers	Med	Children will limit the amount of equipment they bring to school each day to the essentials such as lunch boxes, hats, coats, mobile phones (Y5/6 only). These will be placed in lockers and cloakrooms. Lockers and pegs will be cleaned as part of a schedule.	Low	All staff Pupils Cleaners
PE	Med	School has the flexibility to decide how physical education, sport and activities will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use and every bubble will have their own set of equipment. Contact sports will be	Low	All staff Pupils

		avoided. Outdoor sports will be prioritised where possible and the hall used where it is not. In year 6 (where boys and girls change separately), girls (or boys) can change first while the others wait outside the classroom with an adult, then swap. Please allow more time for changing in PE for these reasons.		
Parents and carers				
Attendance		During National lockdown, only key worker children and vulnerable children may attend. We ask that this is every day for consistency and these must be full days. Parents should ring school if a child is not in that we are expecting. The school has a responsibility to record attendance and follow up absence.		Parent Pupils Headteacher
Drop off and pick up congestion	High	Only one parent will be permitted to drop off and collect their child. 2m distancing tape will indicate where parents can stand to wait. Other siblings where necessary may also be present. If a child is distressed or finding it difficult to come in, parents must take	Low	Parents Pupils

		the child to one side and wait until other children have passed. Parents/carers must leave the premises promptly and must not stand talking to others (even at a distance) after drop off or collection on the school site. Parents/carers park ONLY in allocated bays and do not use the disabled bays unless they are a badge holder. Start and finish times will be slightly staggered but in full lock down, all children will start at 8.30 and finish at 3pm. Different entrances/exits will be allocated to year groups to avoid congestion. Members of SLT will be present to ensure distancing rules are adhered to. SRP children who arrive by SBC transport will arrive and finish at the same time as the rest of their bubble.		SLT/LMT not class based – RS, JL, BT Those who arrive by SBC transport
Uniform	Low	It is expected that all pupils will adhere to the school uniform policy. The guidance states that uniform does not need to be cleaned any more often than usual nor does it need to be cleaned using methods any different to normal.	Low	Children Parents

Parent meetings	High	Parents will not be permitted in the school building unless there is an urgent need but will be able to come to the lobby area and talk to a member of staff from behind the glass. Where longer meetings are needed, these will need to be conducted over the phone.	Low	Parents Staff
Consent for children to walk home	Med/Low	Parents will need to give consent for a child to walk home. Only children in years 5/6 will be able to walk alone. Class lists compiled and given to teachers. Staff will remind children about not walking together with children from other bubbles. Parents must remind children about not walking together with children from other bubbles. The school cannot accept responsibility for this outside the school gates.	Low	Parents Year 5/6 pupils Mrs Tyler Teaching staff
Parent contact details in case of emergency	Med	Parents will be frequently reminded to ensure primary and secondary contact details are up to date and registered with the school office.	Low	Parents Mrs Tyler
Congestion in the car park	Med	Parents and children will be encouraged to walk or cycle to school where possible to limit congestion in the car park.	Low	Parents Pupils

		Kiss and drop will not operate until further notice as this involves close contact with children and walking through the school to classrooms.		
Clubs including breakfast club and after school care (Early Birds and Acorns)	Med	Breakfast and after school clubs will not run during full lockdown. Additional clubs such as sports etc will not run until further notice.	Low	Headteacher
Late arrivals and pick ups	Med/Low	If children arrive at school or are collected later than they should be, parents must come to the main entrance. We ask that all children arrive on time and are collected on time to avoid extra movement around the school and contact with other children/staff.	Low	Headteacher Office staff
Items from home sent into school with the child	Med	Items sent to school from home to be kept to a minimum – lunch, water bottle, reading book and PE kit.	Low	Pupils Parents
Staff shortages	High	Due to staff shortages, it may be necessary to close classes/ bubbles at very short notice. This will only be done if we believe classes cannot be covered safely. Children with an EHCP may have different adults and there may be times when children have to share an adult or have periods of time unsupported if we do not believe this to be a safety	High	Pupils Parents Staff

		risk.		
Well being				
Staff meetings	High	After school staff meetings will be conducted through TEAMS where possible or socially distant in large spaces such as the hall. This will also apply to governor meetings Meetings within school time will be held virtually where possible.	Low	Headteacher Chair of Governors Clerk to Governors
Staffroom	High	Staff are encouraged to use other available spaces around the school in order to spread out. In these spaces, staff must not sit on a chair directly next to another person. Staff may choose to leave the building at lunch time or sit outside. All staff must put their own cup and plates etc. in the dishwasher. When this is full/on, please wash up whatever you have used.	Med/Low	All school staff
1:1 Pastoral work	Med	Children requiring emotional support may need to work with our Pastoral Manager. Where possible, these 'meetings' will take place in one of the outside gazebos or whilst on a walk around the school grounds whilst avoiding close contact. At times, these will be face to face but from a distance.	Low	Pupils Pastoral Manager

Mental Health and Well-Being – Pupils	High/Med	Children will be eased back into work and routines gently. Social Stories and teddies will be used for specific children who like to hug peers and staff. Visual reminders will be displayed to remind children of appropriate contact. Chewellry will be provided for pupils that seek oral sensory stimulation. This will be sterilised at the end of each day. The Mental Health Team are using SWAN materials and training resources from Dr Pooky Knightsmith as well as ELSA resources for Mental Health Week for key Worker/EHCP pupils. There will be a focus on Personal, Social and Health Education (PSHE) Children have access to a Pastoral teacher and two ELSAs (Emotional Literacy Support Assistant). The school buys into TAMHS support for those pupils who need additional emotional support. This may be done remotely or in school following strict social distancing rules.	Med/Low	Teachers Pupils

		Create a 'child friendly' leaflet about what changes to expect upon return. Email to all parents.		
Mental Health and Well-Being - Staff	High/Med	Staff are encouraged to discuss any concerns with their line manager or headteacher. SLT and DSL have access to formal supervision through the school's TAMHS worker if requested. All staff in the Trust have access to DAS Zurich Municipal Counselling service This is free to Trust staff and confidential. Regular briefings, emails and messages of encouragement to be sent via email and/or phone/Teams 'Marking on the move/Live marking' is strongly encouraged. All other marking is to be done in school and books should not be taken home unless absolutely necessary. Staff working 1:1 with children will sit 2m apart shoulder to shoulder where possible. 1:1s with Deaf children may be sat 2m apart face to face to allow for clear communication. All adults will remind each other.	Med/Low	All staff SLT Jo Bradley Headteacher SLT Governors Teachers Teachers Teachers All staff

		Visual reminders will be displayed to remind adults how to respond to children to prevent hugging/lap sitting. Teachers are encouraged to take PPA time from home and work with others in their team via 'Teams' PPA time will be covered (where possible) with an adult familiar to the class and staff covering/swaps will be limited as much as possible. Adults should leave the building as soon as possible after work and continue working from home if necessary. <u>Staff who are clinically vulnerable or extremely clinically vulnerable.</u> The application of the full measures in the guidance means the risks to all staff will be mitigated significantly. This will allow most staff to come to work place although we advise those in most at risk categories to take particular care. We advise any staff who are in the extremely clinically vulnerable category to discuss the guidance and this risk assessment with their doctor. Staff who live with clinically vulnerable or extremely clinically vulnerable family		

		members are safe to return to work. Staff who cover classes will not be expected to cover in more than 3 different classes/bubbles each week for their own safety. During full lockdown, staff will be on a rota and will only be in one bubble per week. Staff may need to be flexible and cover where required to ensure the children with the highest level of need have support.		
Hygiene, first aid and health and safety				
Children and adults requiring first aid	High	The 'goldfish bowl' small room near main entrance will be used as a first aid room. Please do not use for any other purpose. Those administering first aid will wear surgical gloves and masks and aprons which will be provided. Any person showing symptoms of coronavirus will remain in this room until they can be collected by a parent. This area will be cleaned thoroughly daily and as appropriate after use. If the first aid room is full, additional people will be treated in the KS1 library First aid kit and surgical gloves and masks will be readily available. Guidance states that if there is a	Med	Trained First Aiders Pupils Staff, pupils, parents Local Health Protection

		suspected case then the child or adult needs to be sent home to isolate until the child/adult is tested. They must inform the school as soon as the result is given. Anyone who has been in contact with someone who tests positive must self-isolate for 14 days. If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Coronavirus is suspected, the school will work with their local health protection team who will be able to advise if additional action is required. This is from the NHS website: It suggests we call parents to collect if any of these apply. • a high temperature • a new, continuous cough – this means coughing a lot, for more than an hour • has other signs of illness, such as a rash, as well as a high temperature (fever) • does not want to eat, or is not their usual self and you're worried • is dehydrated – for example sunken eyes, and no tears		Team

		when they're crying • Anosmia – loss of sense of taste or smell We will have to assess on a case by case basis. The school is fully committed to the 'Track and Trace' system and will co-operate with any information requests. Staff must switch of track and trace once they have arrived at school to prevent phones 'talking' to each other in cupboards and through walls!		
Temperature checking	As per guidance	As per guidance, we will no longer be taking temperatures as children come into school in the mornings. We may take the temperature of a child or member of staff if they feel unwell. Parents to inform the school if they do not give permission for this.	As per guidance	All staff All pupils Parent verbal consent
Cleaning	High	The building has been deep cleaned prior to return to school in September. An enhanced cleaning schedule has been agreed. Anti-bacterial spray, available. iPads and computers and photocopiers, guillotines, laminators etc and any other commonly used equipment will be cleaned before and after use.	Med/Low	Cleaners All staff All pupils
Handwashing	High	Children will be encouraged to wash	Low	

		hands thoroughly and where possible/appropriate in the presence of an adult. Frequent reminder of what good handwashing is. Children will be asked to wash hands before and after lunch and immediately after playing outside. There may be other times of day when children need to wash hands and will be asked to do so. All children and staff must wash their hands as soon as they reach their classroom in the morning. The disabled toilet must not be used. This will be reserved for anyone who is unwell.		All pupils All staff
Sneezing	Med	Tissues will be available in every classroom and children will be encouraged to use these then asked to flush the tissue in the toilet. Children will be encouraged to sneeze into their elbow and clean up appropriately afterwards if they are unable to access a tissue in time. The school will encourage the 'catch it, bin it, kill it approach.'	Low	All pupils All staff
Toileting	Med	Children will only be able to use the toileting areas one at a time. There will be a sign to indicate use on the outside	Low	All pupils All staff

		door. If a child has an accident, they will be encouraged to clean themselves. If this is not possible, parents will be called except where the child has a care plan in place. Children with a care plan who need changing will be done so with the any adults wearing PPE.		
Water bottles	Med/Low	Teachers must remind children to take home their water bottle at the end of each day for cleaning. These must not be kept close to each other whilst stored in the classroom. No water bottle monitors.	Low	All Staff All pupils
Use of toys and equipment	High	All children will be allocated new or cleaned stationary that will be labelled with initials and kept in plastic polly pocket. These will be collected by the teacher and given out at appropriate times. Toys and equipment will be wiped with antibacterial spray or Milton as often as possible. Each class will be given a small amount of equipment for outdoor games that	Med/Low	Younger pupils Associated staff

		they will keep in their classroom for their use only. These will also be cleaned.		
Outdoor climbing equipment	Med	The netscape, trim trail and outdoor gym will not be in use at the beginning of term but this will be regularly revised. The climbing frames in Reception and Nursery may be used and will be supervised by an adult to ensure no overcrowding. Children wishing to use these climbing structures will be asked to wash their hands before and after playing.	Med/Low	Younger pupils Associated staff
Use of masks	As per guidance	Public Health England does not (based on current evidence) recommend the use of face coverings in schools for primary aged children. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups and because misuse may inadvertently increase the risk of transition. There may also be negative effects on communication and thus education. Staff will wear PPE when dealing with someone unwell, injured or for personal care. From 3rd November, staff are required to wear face coverings in all corridors		

		and communal areas unless eating or drinking.		
Fire evacuation	Med/Low	In the event of a fire alarm, children and staff will leave the building as usual but keeping spaces in the lines. The fire point is the MUGA where registers will be checked. Laminated class registers will be kept in the classrooms of the children in so these can be used for any fire evacuation. Children must be ticked off as soon as they enter the building.	Low	All pupils All staff

COVID-19 SWIFT RESPONSE PLAN

Actions if a pupil or staff member shows COVID-19

Pupil or member of staff displays symptoms.	Send home and advise to self-isolate for 7 days. Household members should self-isolate for 14 days. Testing arranged.	If test is negative, return to school and household ends self-isolation. If test is positive move to confirmed 'case scenario'.

Actions if there is a confirmed case of COVID-19 in school

Pupil or staff member tests positive for COVID-19.	Individual receives medical advice and/or treatment. Class or school group sent home and told to self-isolate for 14 days.	If other cases detected within school, report to PHE, who will investigate and advise.