

**Risk Assessment for Returning to School****Assessment written by: SLT****Date: 20th May 2020 revised 5/6/2020****Shared with: Staff/ Govs****Governors: Y Date: 20/5/2020 up-dated 7/7/2020****SLT: Y Date: 5/6/2020 up-dated 8/7/2020****Staff: Y Date: 6/6/2020 up-dated 13/7/2020**

To be viewed in line with the following policies:

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

Although every measure will be taken to mitigate the risks we can not guarantee that this covers 100% of the risks that face us during this pandemic.

All will be adhered to that was put in place in June with the additional items from Sept 2020

Up-dated Sept 2020



Produced by @Headteacherchat

Communication						
Risk	High Medium Low	Prevention	Action	By Whom	When	September changes
Lack of information for parents, children, staff and Governors.	Medium	Ensure Covid-19 Plan for Returning to School is followed and that SLT adequately communicate key messages to staff/parents/Governors accordingly.	<p>Continue the weekly newsletter</p> <p>Clear communication with the set year groups. Dojo and email</p> <p>-those in school -those not in school but could be (Will now have a phone call on a weekly basis) -those not in school -Key worker parents</p> <p>Reception letter 29/5/2020 Year 1 letter 5/6/2020 Year 6 letter 12/6/2020</p> <p>Letter to all Parents to include 'Return to school' document</p> <p>Induction meeting for new Parents</p>	<p>SW</p> <p>Class teachers</p> <p>LS,AM,IW</p> <p>SW</p> <p>SW</p> <p>SW / HH</p>	<p>Each Friday</p> <p>9/7/2020</p> <p>7/7/2020</p>	<p>Minimum weekly up date from Head.</p> <p>Up-date as required to inform changes.</p> <p>Dojo, email and phone to Parents</p> <p>SLT present on the gate and in the playground at beginning and end of the day.</p> <p>BH to keep an active spreadsheet tracking all sickness / testing/results.</p>

Produced by @Headteacherchat

			Letter to new Parents to explain phased start and procedures		8/7/2020	
The Premises						
Risk	High Medium Low	Prevention	Action	By Whom	When	
Rooms are not able to be cleaned	High	<p>Discuss the rooms which will be open once the school is open for children and staff.</p> <p>Organise a cleaning schedule for these rooms/inform cleaning team.</p>	<p>Clear guidelines to all staff to ensure lack of movement around school.</p> <p>Cleaning to take place at lunchtime in R and year 1 and all toilets</p> <p>Cleaning to take place after school in year 6 and the hall.</p> <p>Staff and hall toilets will be cleaned every hour</p> <p>Hand driers turned off and increased paper towels bought</p> <p>Increase cleaning hours Toilets and classrooms cleaned at lunchtime and at the end of the day.</p>	<p>SLT</p> <p>GM / Cleaners</p> <p>GM. / SB</p>	<p>By June 15th</p> <p>By June 15th</p>	<p>Increased cleaning throughout the day. NB employed 11-6.</p> <p>All classes increased cleaning materials to be used throughout the day.</p> <p>Deep cleaned each evening</p>

<p>Cross contamination between classrooms</p>	<p>High</p>	<p>3 isolated pods made</p> <ul style="list-style-type: none"> - Junior corridor - Hall / Bens - R/ yr 1/2 rooms <p>Each cohort becomes a 'bubble' – to include Teachers, TA's and MDA's- No movement between bubbles</p>	<p>Reception deep cleaned at lunchtime due to change over of children in first 3 weeks</p> <p>Limited movement between the different areas of school</p>	<p>All staff</p>	<p>By June 10th</p>	<p>Bubbles are in their own allocated classrooms and areas.</p>
<p>Surfaces possibly contaminated</p>	<p>High</p>	<p>Soft furnishings and 'clutter' removed</p>	<p>Staff to go into school in timed plan to clear rooms.</p> <p>Desks set up to enable social distancing</p>	<p>All staff</p> <p>All staff / GM</p>	<p>By June 10th</p>	<p>See increased cleaning</p> <p>Children with own equipment in their own space.</p>
	<p>High</p>		<p>Clear plan to Parents prior to re-opening</p>	<p>SLT / GM</p>	<p>8/6/2020</p>	

<p>Access from the outside unclear at drop off and pick up times</p>	<p>Low</p>	<p>Plan access into school to link with one way plan</p>	<p>Box for each bubble containing cleaning stuff / PPE / first aid</p> <p>Labelled doors indicating access</p> <p>Video (on website) Information board SLT on hand</p>	<p>GM</p> <p>SLT / GM</p> <p>HH HH SLT</p>	<p>On 15th June</p>	<p>Clearly communicated and signage effective.</p> <p>Map on 'return to school document'.</p>
<p>Fire Risk</p>	<p>Low</p>	<p>Fire evacuation plan in place</p>	<p>Clear plan with exit doors labelled</p> <p>Designated assembly points socially distanced in KS2 court -</p> <p>KW children on KS1 court</p> <p>Registers on laminated sheet to be completed by bubble staff then Billi Hawtin</p> <p>Registers from 1/9/2020 to be completed on SIMS – no laminated sheets</p>	<p>GM</p> <p>GM</p> <p>All staff</p> <p>All staff</p>		

Ventilation	Medium	<p>Due to Govt advice increased ventilation needed through school so fire doors should be open</p> <p>Fire drill in first week back to assess plan</p> <p>Again in second week due to more children being in school</p> <p>Fire drill done in 3rd week to include children in the marquee</p> <p>Fire extinguisher to be purchased for the Marquee</p> <p>Fire drill carried out in first 3 weeks with all children</p> <p>Due to Govt advice increased ventilation</p>	<p>All windows and fire doors opened each morning and closed each night</p> <p>Staff to close doors and windows as exit for fire drill / fire</p> <p>Actions logged and reported</p> <p>Actions logged and reported</p> <p>Actions logged and reported</p> <p>Air con turned off in Office / Bens/ Sarahs</p>	<p>GM</p> <p>SLT</p> <p>SLT</p> <p>GM</p> <p>SB</p> <p>GM (and outside company)</p>		
-------------	--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	--	--

Trip hazard on ropes on marquee	medium	But Air Con turned off Children to be reminded of safety around the marquee	Due to air quality in the yr 2/3 classrooms this will be kept on and readings taken for CO2. Safety talk to all children and FABS	All staff		Windows and doors open as much as possible . GM in the morning. Children reminded
Health and hygiene						
Risk	High Medium Low	Prevention	Action	By Whom	When	
Illness	High	Use of hand sanitiser in key areas/at key times e.g. on the door as the staff/children enter Hand soap replenished regularly and hand sanitizer readily available	Handwashing stations by each classroom. Children to watch the video again of 'correct handwashing'. And again in September 2020 All staff to have hand sanitizer on lanyards	GM Class teachers All staff	1 st June 15th June onwards	All children have access to running water , soap and hand sanitizer. Cheshire East documents all shared with parents re signs of COVID for Parents Meeting room used for PPE materials. Octagon a 'sick bay' which has thorough cleaning when a child has exhibited symptoms. Parents collect from there with no access to school.

		<p>Masks and visors available</p> <p>Octagon class room now designated 'isolation room' where children will be sent if unwell.</p> <p>Health and Safety inspection to be carried out on a weekly basis</p> <p>Government guidance must be adhered to regarding to high temperature,</p>	<p>To be used if staff feel they would feel more comfortable. Must be used if with an unwell child.</p> <p>Labelled and have equipment in the room – gloves, masks, visors, hand sanitizer.</p> <p>Children will be isolated and Parents called to collect.</p> <p>Lidded bins in all bubbles – 'catch it , bin it, kill it'</p> <p>Spare clothes to be put in each bubble box.</p>	<p>All staff</p> <p>SLT / GM</p> <p>SLT / GM</p> <p>HH</p> <p>HH</p> <p>SLT/GM</p>		<p>Tests are advised if felt necessary</p>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	--	--------------------------------------------

Cross contamination	High	<p>persistent new cough, loss of taste/smell and therefore isolation requirements follow</p> <p>Separate bubbles for staff and children at all times.</p> <p>Strict cleaning routine</p> <p>Little movement around school</p>	<p>Named children with named adults in the bubbles</p> <p>Clear and regular cleaning routine -desks -door handles -Toilets This will happen throughout the day then deep clean during lunchtime for R and yr1 and at the end of the day for yr6 and the hall.</p> <p>Increased cleaning hours VM – 12pm-6pm NB 11.00-6pm</p> <p>They will only be in the designated classroom and planned outside space.</p>	<p>SLT / All staff</p> <p>GM and his team</p> <p>All staff</p> <p>All staff</p>	June 15 th onwards	<p>Bubbles including children, staff and MDA's never mix in any areas.</p> <p>Allocation of Portaloos / toilets to ensure all bubbles have adequate number of toilets.</p> <p>All cleaned regularly throughout the day.</p>
---------------------	------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------	-------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Named places with all resources at that place</p> <p>No cross over of equipment</p> <p>No Air Conditioning on – so air not circulated- doors opened instead</p> <p>Only one Parent for drop off and pick up</p>	<p>The children will remain at their desks not sitting on the carpet.</p> <p>Parents / children will be reminded not to bring anything in from home. School lunches will be encouraged and brought to their desk or outside.</p> <p>If packed lunch from home must be in disposable containers</p> <p>Office/ year 6 classrooms/</p> <p>Clear plan given to Parents regarding the one way system (marked on playground and paths) and the doors to be used.</p>	<p>All staff</p> <p>Parents / all staff</p> <p>GM</p> <p>Parents</p>		
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------	--	--

			<p>Markings to be put on the playground 2m distance</p> <p>KS2 children left at the gate KS1 – 1 Parent</p>			
		No parents in school		GM		
		Behaviour policy	<p>Email / class dojo / telephone to be used if they need to talk to staff.</p> <p>Addendum added to regarding rules and expectations</p> <p>Behaviour policy to include social distancing and movement around school</p>	<p>Parents</p> <p>SLT to send out to all staff</p>		
		Uniform	<p>No requirement to wear school uniform but need clean clothes every day</p> <p>School uniform (summer or winter) will be required to be worn.</p>	<p>All staff and children.</p>		<p>Summer or winter uniform.</p>

			PE kit will be worn all day on PE day			PE kit worn all day on PE days.
Personnel						
Risk	High Medium Low	Prevention	Action	By Whom	When	
Not all staff are able to work in school	Medium	Contact staff and find out whether they are able to work and when.	Complete a Staffing Plan and share with staff/Governors etc	SLT	From June 15th	Pregnant staff in 3 rd trimester working at home on given projects.
Staff with particular medical issues but want to be in school	Low	Acting on clear medical advice	Report from Dr (verbal or written). Risk assessment written with member of staff. All staff will be in school from 1/9/2020 but will be keeping to social distancing and cleaning routines	SW		Social distancing and PPE available.
Staff well being not being met	Medium		-Regular check ins -Coaching offered -counselling offered (outside company)	SW / SLT		Staggered starts and finishes to ensure less time in school. No extra curricular activities.

<p>A child or staff member from a bubble becomes unwell – staff member goes home – child goes in to octagon class room and collected by Parents. tests positive</p>	<p>High</p>	<p>Test to be taken ASAP (Tests will be available in school from Sept)</p> <p>increased hygiene</p>	<p>Parents informed of testing routines</p> <p>If a child becomes unwell they go home and are tested as are their siblings.</p> <p>If a child becomes unwell all Parents in the bubble are informed.</p> <p>Then all informed of the test result and if positive the bubble and bubble families and staff in the bubble to isolate for 14 days.</p> <p>Whole cohort is a bubble so if positive the whole cohort must self isolate for 14 days (staff and children)</p>	<p>Govs . All staff/ Parents</p>		<p>Tests available in school.</p>
<p>Staff shielding or pregnant</p>	<p>Low</p>	<p>Not in school</p>	<p>Can work from home supporting the</p>			

			school from a distance – jobs allocated to them			
Routines						
Risk	High Medium Low	Prevention	Action	By Whom	When	
Social distancing must be attempted to take place at Breaks	High	Staggered break times	Rotas given to all	All staff	15 th June onwards	All served in the classrooms with a designated MDA in each bubble.
		Allocated areas	Bins provided and emptied regularly and cleaned	GM / cleaners		
Lunch		Snacks in pocket and wrapper disposed of.	Reception and Key worker children.	All staff	From 15 th June	
		Allocated areas	Yr 1 ,R and Key worker children All children in their cohort bubble – staff and MDA’s to remain in their own bubble All packets disposable	All staff	From 22 nd June	

<p>- To those in the chosen year groups but not in school</p>	<p>Low</p>	<p>Equal opportunity ensured</p>	<p>Similar work will be available on line / paper copy if required. Phone call from staff weekly</p>	<p>LK B Hawtin</p>	<p>From June 15th</p>	<p>See plan from A A-E.</p>
<p>- To those not in the chosen year groups</p>	<p>Low</p>	<p>Zoom agreements sent by parentpay</p>	<p>To continue as has been happening during lock down led by staff as noted above. paper copy if required</p> <p>PPA used to do zoom lessons in English and Maths</p> <p>Clear home school agreement to be signed by Parents for zoom meetings</p>	<p>LK / set staff B Hawtin Yrs 2,3,4,5,6 teachers</p>	<p>From June 5th</p>	
<p>Return to local lockdown</p>	<p>Low</p>	<p>Keeping to all the rules but may have little say!</p>	<p>Zoom meetings would start immediately with own class.</p> <p>White Rose books would be sent home and Pathways work</p>	<p>All Teachers</p>		

		COVID procedures kept to and followed	Storage and site cabin by the containers in the car park Toilets to be provided by contractor Social distancing to be kept to at all times Areas deep cleaned after use Areas to be well ventilated Order of classrooms to be worked on Year 3 – year 2- year 1- Reception No movement between 8.15am – 9.20am and 2.45- 3.40pm due to children and Parents being on-site and using the one way system. No deliveries after 8.00am and before 4.00pm	By contractors		
--	--	---------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------	--	--

			<p>Any weekend work must be considerate to neighbours</p> <p>Although not insisting on DBS checks sealed access to the main school will be in force.</p>			
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--