

Risk Assessment- Autumn opening (From 2.9.20)

| HAZARD | WHO MIGHT BE HARMED | CONTROLS TO BE PUT IN PLACE | WHO WILL BE RESPONSIBLE | WHEN THE CONTROLS NEED TO BE IN PLACE BY | REVIEW |
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| Contact with someone suffering from coronavirus | <ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors | <p>Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this and posters to be displayed in public areas, in particular school gates/office doors.</p> <p>Letter to parents about return to school provides families with the current advice about self-isolating if they have symptoms – PHE poster to be circulated with letter. Letter to be emailed/ text to be sent/ and posted on FaceBook.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>At Four Elms symptomatic person to be directed to intervention room next to office with window open.</p> <p>At Seal symptomatic person to be directed to first aid room.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye | Liz Mitchell Lorraine Butler Katie McCann | 1 st September 2020 Letter re opening in Autumn to be sent by end of summer term | |

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| | | <p>protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school (provided by the government), these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person | | | |

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| | | <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>If there are any concerns regarding the safety of children at home, whilst self-isolating, then our Safeguarding Addendum Policy will be followed.</p> | | | |
| Contact with coronavirus when getting to and from school | | <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>Parents/carers who need to drop off and pick up pupils will be told through letters, messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times <p>Four Elms- Drop off from 8:30-8:50. Pick up :</p> <p>Class 1- 3</p> <p>Class 2- 3:10</p> <p>Class 3- 3:20</p> <p>Class 4- 3:30</p> <p>Siblings will be collected at the time of the youngest child and will be called by radio from those on duty.</p> <p>Seal- Drop off:</p> | Lorraine Butler Katie McCann | 1 st September 2020 Letter re opening in Autumn to be sent by end of summer term | |

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| | | <p>8:30am Years 5 & 6 8:40am Years 3 & 4 8:50am Years 1&2 9:00am Nuresry and Reception</p> <p>Pick up: Year R- 3 Year 1 and 2- 3:10 Nursery – 3:15 Year 3 and 4- 3:20 Year 5 and 6- 3:30</p> <ul style="list-style-type: none"> • There is a one way system for pick up and drop off at Four Elms which is clearly labelled. • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment, including messages to staff. <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> | | | |
| Spreading | | Handwashing facilities will be provided in each room with appropriate | All staff | September 1 st | |

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| infection due to touch, sneezes and coughs | | <p>resources.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins provided for disposal and will be emptied throughout the day.</p> | | 2020 | |
| Spreading infection through contact with coronavirus on surfaces | | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches | All staff | 1 st September 2020 | |

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| | | <ul style="list-style-type: none"> • Reception desks • Telephones • Fingerprint scanners <p>School staff to clean throughout the day:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Reception desks • Door and window handles <p>Teaching staff to regularly clean, especially after use:</p> <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones (only year 6 and to be left in office)</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared</p> | | | |

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| | | <p>resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Each pupil provided with individual equipment. EYFS shared resources to be regularly cleaned between sessions and staff to ensure pupils have washed hands thoroughly before using resources in a group.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls, breakout learning spaces and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> | | | |
| Spreading infection due to excessive contact and mixing between pupils and staff in | | <p>Pupils will be kept to their class groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and</p> | <p>All staff</p> <p>SLT to monitor this</p> | <p>1st September 2020</p> | |

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| lessons | | <p>unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum and will not be invited in without Executive Headteacher's authority. Supply teachers etc will be asked to wear a mask in communal areas and will not use the staff room, instead eating in the classroom.</p> <p>Specialists, therapists, clinicians and other support staff for pupils</p> | | | |

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| | | <p>with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> | | <p>Staff will not move between Federation sites. Federation employees will have a base school and work at this school only, with the exception of the site manager who will visit the second site out of operational hours.</p> <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups as far as possible.</p> <p>There may be some mixing of pupils within groups where this will be beneficial to the pupil's education</p> <p>Rotas may be used to minimise the risk and cleaning of these areas and resources will be in place.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Four Elms to use walkie talkies to discuss movements of classes for break, lunchtimes and use of toilet.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>At lunchtime:</p> <p>Four Elms- Staggered lunch times for pupils. All pupils to eat their lunch (hot or cold) in their classrooms at their desk. Reception to eat their lunch in the hall. Surfaces cleaned</p> | <p>All staff</p> | <p>September 1st 2020</p> | |

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| | | <p>between groups.</p> <p>Seal- packed lunch in class and school dinners in hall on staggered timetable. Surfaces cleaned between groups.</p> <p>Toilet use will be managed to avoid crowding. Four Elms to use walkie talkies to identify pupils in each toilet to avoid cross contaminating of pupils. At Seal staff to manage toilet visits.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Timetable to email to all staff and displayed clearly in staff room.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination with the approval of the Executive Headteacher.</p> <p>Four Elms- No clubs to be running in the first term and then this will be reviewed based on up to date guidance.</p> <p>Seal – Breakfast club will operate daily in the school hall. Tables will be set up for each bubble. Breakfast will be served to the pupils to avoid the movement of pupils in the hall. All bubbles will have their own set of games, colouring equipment etc to ensure that there is no cross contamination</p> <p>After School Club will take place in the Nurture unit with pupils being in the woods/field /playground as much as practical. When inside, children will maintain social distancing in year group tables with activities planned to keep them at a distance. This does mean that children from different year groups will be mixed but we will do everything we can to maintain social distancing.</p> <p>There will be no teacher-led school clubs in the first term.</p> | | | |

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| Spreading infection due to the school environment | | <p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old <p>All individuals should only use their own desk as much as possible. If a member of staff needs to use a communal space to work at. E.g staff room desk, staff should use only their equipment and wipe down all surfaces thoroughly with antibacterial wipes.</p> <p>In the event that staff need to use shared technology such as a "staff room computer" or telephone, the member of staff using this will thoroughly sanitise the work space and equipment, before and after use.</p> | Liz Mitchell, Katie McCann and Lorraine Butler | September 2020 | |

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| Spreading infection due to excessive contact and mixing in meetings | | <p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>If a face to face meeting needs to occur, all members will be socially distanced and wearing a mask.</p> | Liz Mitchell, Katie McCann and Lorraine Butler | September 2020 | |
| Individuals vulnerable to serious infection coming into school | | <p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> | Liz Mitchell, Katie McCann and Lorraine Butler | September 2020 | |
| Poor attendance | <ul style="list-style-type: none"> • Pupils | <p>It is compulsory for all children to attend school from September 2020. Parents will be fined for failure to comply.</p> <p>If children are unable to attend due to clinical or PHE advice then the school will need to provide remote learning.</p> <p>If parents follow clinical or PHE advice to shield then they will not be fined.</p> <p>Attendance expectations to be emphasised in letter to parents about return to school.</p> <p>Powers of exclusion remain in place as per set guidelines prior to COVID-19.</p> | Denise Gadd Lorraine Butler Katie McCann | September 1 st 2020 | |
| Mental health suffers | <ul style="list-style-type: none"> • Staff • Pupils | <p>Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have</p> | Liz Mitchell Lorraine Butler | 1 st September 2020 | |

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| | | <p>been identified and can be contacted. Pupils and staff counsellor used by those who require additional support.</p> <p>Well-being curriculum to be extend to the whole school.</p> <p>Summer provision sessions provided for pupils who have not been invited back to full-time education.</p> <p>Teachers have assessed pupils engagement with home learning and their well-being and this has been passed to their next teacher.</p> <p>Appropriate safeguarding procedures to be followed and liaisons with external agencies to continue e.g Early Help/Emotional well-being service.</p> <p>Safeguarding and behaviour policy addendums in place and used by all.</p> | Katie McCann | | |
| Curriculum is narrowed and pupils do not make at least age related expectations. | Pupils | <p>School Improvement plan created which focuses on a catch up curriculum and shared with all staff. (see SIP for actions)</p> <p>Ensure there is a broad and balanced curriculum through learning experiences and this is monitored through curriculum reviews.</p> | Liz Mitchell Jessica Fermor | | |
| Pupils who are self-isolating do not have access to learning during period of absence | Pupils | <p>If there were to be a local lockdown or a bubble is closed down teachers will support home-learning provision as implemented in March – home learning to be posted daily on the website with teacher videos supporting learning.</p> <p>For individuals self-isolating teachers will direct parents/pupils to on-line learning linked to current class learning. Pupils are expected to send evidence of their learning to class teachers who will provide feedback</p> | Lorraine Butler & Katie McCann | September 2020 | |

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| Staff with an additional job spreading infection in school. | Staff/Pupils | Head of school to interview personnel with second jobs and check risk assessments in place at alternative employment venue to ensure risk is managed and rigorous. | Lorraine Butler Katie McCann | September 2020 | |
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