

Education LA Corona Virus (Covid 19) Risk Assessment 10.7.20 / Whole Opening of Thornhill Primary School Plan 2.9.2020

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Issue / concern	Considerations to mitigate risks	Further Action required to mitigate risks
<p>Government guidance to fully open the school with effect from 2nd September 2020.</p>	<p>1. <u>Health and Safety of Staff</u></p> <p>Mental health and well-being What is in place to ensure that staff have opportunities for self-referral to mental health support. What is in place to provide opportunities for confidential conversations/counselling sessions</p> <p>Shielding staff How will you ensure these staff are kept up to date with developments in school so they don't feel isolated. What are your expectations of them regarding working from home.</p> <p>Staff living with someone who is shielding If they can't be separate from the person isolating what are your expectations?</p> <p>Staff who have to self isolate If a member of staff develops symptoms What will be your actions to ensure safety of that member of staff and other staff who may have been in contact.</p>	<p>All staff are now in school so will be aware of this action plan prior to breaking up for the summer holidays. They will be sent any updates via email. We are also having an INSET day on 1.9.2020. We have a link Governor, a member of the SLT, a teacher and non-teaching representative for Health and well-being in school. Updated policy available.</p> <p>In September we are anticipating that we will have no members of staff shielding however if this changes all information required by staff and families is published on school website/emails/school texts/etc. Team meetings via Microsoft and other platforms are also accessible.</p> <p>N/A at present</p> <p>Those developing symptoms will follow procedures (Version 1 23.6.2020) and ring 119 / GP and notify SLT to get tested. If the result is negative they can return to school. If they test positive they will need to</p>

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	<p>How will you organise testing for that member of staff?</p> <p>What are your arrangements if a child shows symptoms (or siblings) e.g. send home to isolate.</p> <p>What will be your actions to inform parents/carers.</p> <p>What will be your actions to make changes to the arrangements in school.</p> <p>How are you going to collate the above information and keep this up to date?</p> <p>Are you intending to facilitate temperature checks for staff?</p>	<p>self isolate for 7 days (or 14 days if they live with more family members). Once a positive result has been received the bubble will need to be closed with the children self isolating for 14 days. We will continue to modify these arrangements according to Government guidelines. ENGIE will complete a deep clean of the area.</p> <p>As with staff children will follow the same steps. We will direct parents where they can access testing. If a child tests positive we will follow the same arrangements as a staff member</p> <p>We will contact parents via a phone call if we feel their child is unwell. showing symptoms of COVID. Currently symptoms are high temperature , coughing and loss of sense of taste. We will keep the child isolated. We will wear PPE if it is felt necessary to do so.</p> <p>We will ask parents to take their child/children home. We will continue to liaise with parents about children returning to school. We will keep all informed of any developing situations. Class room areas to be deep cleaned by ENGIE.</p> <p>At regular daily / weekly briefings we will inform staff of any changes. Regular updates to Governors. Information to be posted on the schools website.</p> <p>We have non-contact thermometers and will monitor temperatures on or above 37.8 as per NHS guidance. These will be used as and when needed.</p>

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	<p>What are your recommendations for wearing of face masks by adults and children. How will this message be delivered to parents and children. What if some children have masks and some don't?</p>	<p>Any staff displaying symptoms will be referred to health practitioners. When a child or adult displays symptoms, they will be referred to testing and all other children and staff in the team bubble/zone will be notified should someone test positive. Following this all will be advised to self-isolate.</p> <p>“Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)” advises that it is not recommended for staff and children to wear masks. We are mindful that this guidance may change. Staff may wear protection if they prefer/if they have provided it. There should be careful disposal of the equipment regularly and in line with guidance. The school has provided some PPE for critical situations in dealing with some children’s symptoms. PPE is a personal choice. Children wearing PPE from home or travelling via public transport must follow safe guidelines for disposal. Staff at the main gates will have a bin bag for safe disposal of them. Staff in EYFS will need to wear masks, gloves and aprons for changing children or for close intimate care. We will endeavour to social distance staff and children and guide children into remaining in their bubble/zone.</p> <p>For older children, personal equipment like pencils will not be shared and this equipment will be close at hand to minimise movement of children. For younger children resources will be re structured and sterilised. From 21st September staff asked to wear masks at gates when meeting or ‘handing’ over children. Newsletter suggested to parents that they might like</p>

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		<p>to wear a mask when coming onto the school grounds. Staff also offered visors if they wished to wear them in classes. W/C 12th October 3 signs 'Wear a mask', 'socially distance' and 'wash your hands regularly' displayed in 4 languages on windows and fencing that parents can see.</p>
	<p>2. <u>Preparing to welcome children into school</u></p> <p>Parents/Carers How will you collect information from parents/carers about the following e.g. on line survey, telephone survey etc: Any shielding parents/carers Any vulnerable parents/carers Addressing any parent/carer concerns regarding return to school</p> <p>How are you determining how many children you can welcome initially? See below for consideration around this question.</p> <p>How are you preparing the site? See below for consideration around this question.</p>	<p>Following Government guidance it is expected the majority of children will return to school. Parents will be contacted via newsletter, text and information on the website. We will home visit families who do not return that we are unable to contact. Any children who do not return due to a Health Professional's advice will be set work to complete at home or via the class dojo system.</p> <p>Following Government recommendations, we are planning to open to all children from F2 to Y6. F1 will be integrated during the first few weeks of term.</p> <p>Consultation with ENGIE facilities management:</p> <p>Partial one way system is to be completed. All pupil desks to be facing forwards. Deep cleaning of all areas in the summer ready to welcome pupils back. Premises checks have been carried out.</p>

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		<p>Water checks done regularly. Fire bell checks done. Refuse collection as previously.</p> <p>In addition we are having regular handwashing teaching in all classes. We have additional signage. Hand sanitisation is available, particularly on entry/exit points. Hand washing is preferred. All classes and toilets have sinks. Older children may bring hand sanitiser if they wish. Timetables for playtimes and lunch rotas for all classes/zones.</p>
	<p>3. <u>Entering and Leaving the Site</u></p> <p>How will you ensure a safe arrival and exit for children, staff and parents? Number of gates to open or close? How will these be staffed to safeguard very young children? How will this differ from your normal practice? How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensure social distancing? Will you stagger arrival and departure times, how will these be organised and staffed? Manage parents on the school site and outside gates? Create a one-way system?</p>	<p>Two entrances from the road. Y3,4,5,6 to enter via the steps. Parents with prams etc to use the F, Y1,2 entrance. F, Y1, 2 to enter via the bottom gate.</p> <p>Y3/ 4 will enter and leave via the main gate at the bottom of the steps.</p> <p>2 gates open from the highway for parents / children to enter by. 2 for them to leave by in a morning and 3 at night as steps are for entering the school in a morning and exiting in an evening. There will be 5 gates / doors open for children to enter and leave by.</p> <p>Y5/ 6 will enter and leave via the door they normally leave by.</p>

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	<p>How will you ensure there is effective communication about these systems so they are adhered to?</p>	<p>F1 children will use their regular gate and F2 will use the classroom door. Staff to ask parents to leave their children to walk into the 2 units. If a child is showing signs of being distressed – they need to be settled before parents leave.</p> <p>Y1 /2 to enter via the gate Y3/4 children normally leave by. children to their gate. Y1/2 will be collected from the hall.</p> <p>Parents of older children will be encouraged to not enter the school site to minimise the number of adults on site.</p> <p>There will be a one way system in place as far as the school office and then there will a two way passing system. To begin with Y3 parents may wish to bring their children to the gate to reduce any anxiety the children may have.</p> <p>Senior Leaders and other staff will be outside to direct parents and answer questions.</p> <p>Parents to leave the site via the long pathway from the office round the back of the carpark or gates to the carpark. In an evening they can also use the steps to exit by.</p> <p>Changes: Children to wash their hands when they arrive at their classroom and will wash their hands regularly through the day.</p> <p>Once the risk assessment has been discussed on 10.7.20 by SLT and a representative from facilities management, we will email it to all staff, all members of the Governing Body for approval, then publish on our website. A text to parents will alert them to check the website.</p>

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		<p>We will revise the risk assessment accordingly. Paper copies of this Risk Assessment will be available at the office.</p>
	<p>4. <u>Moving in and around school</u></p> <p>There will be a need to minimise the movement around school for everyone's safety. Consider: Routes into and out of each classroom or space being used. Travel on corridors e.g. single file, one way, markings on the floor Staggering of entry and exit times for breaks and lunch.</p> <p>Trips to the toilets and for regular hand washing</p>	<p>We occupy a new PFI building that is exceptional and is fit for purpose. We will attempt to minimise movement. Generally movement down the corridor will be one way; however staff will need to check no other classes are on the corridor if they need to move their class. The children will have staggered break times for breaks and lunch. Children will take breaks in limited zones to ensure social distancing. Contact team games will stop under the current guidelines. Staff will be on a rota to supervise these staggered breaks – note children will not always have their regular teachers. Lunch – queue down the corridor, out through the hall and out of Y5/6 exit. No class to move down the corridor unless it has been checked that it is clear of children coming the opposite way. Kitchen closed from Thursday 8th October and reopens Thursday 15th October so children will be eating in classrooms.</p> <p>There are sinks in and between each classroom. Additional paper towels and soap have been ordered. Children will be reminded about regular hand washing and shown videos. All classes have their own ensuite toilets and children visiting them can be staggered. Tables cleaned between sittings.</p>

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	<p>5. <u>Classrooms</u></p> <p>There will be a need to ensure as much social distancing as possible. (The answers to these questions will help you to determine how you can roll out increasing numbers in the identified year groups) Consider:</p> <p>How many children can safely be taught in a classroom space with 2m gap between tables?</p> <p>How many classroom spaces can you safely use given the requirements for moving around corridors and toilet accessibility?</p> <p>How will you organise the classrooms to ensure as little need for movement around the classroom as possible (will this be one way?)</p>	<p>As per Government guidance we will be able to accommodate all year groups in classrooms with tables facing forwards. We will move furniture in each classroom to accommodate this. In EYFS, the numbers being allowed to access each area of learning will be limited. In Foundation children will have their own carpet tile.</p> <p>This will not be applicable from September.</p> <p>From September we will resume using all classrooms (12 classrooms and 2 Foundation units).</p> <p>From Y1 to Y6 children have their own drawers with their own equipment so that they do not come into contact with other children. Their work table will have their own individual plastic wallet of equipment pencils, whiteboard pens and rubbers, crayons scissors etc and then some children who need additional equipment will have another plastic wallet to include whiteboard, 100 square, squashy box, phoneme card etc These will be returned to children's drawers at the end of school. Equipment in EYFS is sanitised daily.</p>

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	<p>How will you facilitate regular cleaning routines for surfaces?</p> <p>How will you facilitate regular hygiene sessions e.g. hand washing?</p> <p>Numbers of children – consider What is your initial judgement on a safe number of children to invite back into school?</p>	<p>Enforce going up stairs one way and coming down the other. Children to put their hands up if they want to move. Handwashing – will continue regularly – one by one.</p> <p>Regular cleaning as normal before and after school. Each classroom has antibacterial wipes (and gloves)- if a child sneezes on a desk, an adult in the classroom will put on gloves and wipe down surfaces.</p> <p>Hand washing will become part of the new routines in school. Children will wash their hands when they arrive at school, at the ends of breaks, before lunch and when they have been to the toilet. EYFS and KS1 to follow the NHS Handwashing technique through watching the video and singing the song.</p> <p>Areas will be cleaned regularly by cleaning staff. Toilets are also cleaned at lunch time. Tables and chairs in the dining room will be cleaned between sittings. Teachers / TAs have access to additional cleaning materials in classrooms to be used as and when required.</p> <p>N / A – all children to be invited back in September.</p>

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	<p>Government guidelines state that schools should start with the youngest e.g. nursery, then F2, then Y1. Consider how this message will be portrayed to parents when some children are invited in and some not.</p> <p><i>We want to ensure consistency across Rotherham for schools and parents and would suggest that you use a pupil's date of birth, inviting children into school youngest first. This will ensure that all parents, irrespective of school attended will get the same message.</i></p>	
	<p>6. <u>Toilets</u></p> <p>Consider: Will you need additional cleaning time to make these more regular (how regular do they need to be and will this need reviewing as you gradually increase the number of pupils in school?) How many toilet facilities do you have? How many of these can be safely used? How will you organise use and will this be supervised?</p> <p>How will you ensure used paper towels are disposed of regularly and not left in waste baskets?</p>	<p>All classrooms share toilets with the class next door apart from the EYFS units, Y1 classroom and the two Y5/6 classes in the 'new build'. Toilets are cleaned either before or after school and additionally at lunch time. Children will be reminded of the importance of washing hands after they have been to the toilet.</p> <p>Children's toilets will be supervised in the same way as previously. During lesson time this will be one child at a time. At breaks a member of staff will man the toilets to ensure there is only one child using the toilet at a time. With classes that share toilets one toilet will be for the use of one class and the other toilet for the other class. Signs will be stuck to the doors. Similarly there is one sink for each class.</p> <p>Paper towels will go in waste baskets which are emptied twice a day. Bins have been moved so they are next to the sinks.</p>

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	<p>7. <u>Lunchtimes</u></p> <p>There will be a need to minimise the number of children gathered in one location. Hot meals or sandwiches? This may need a discussion with your provider.</p> <p>Can this take place outside if weather permits?</p> <p>How will you organise the indoor eating space for collection of food?</p> <p>How will the environment be kept cleaned between groups?</p>	<p>We will continue to use our LA provider for lunch. The dining room and hall will be reorganised so facilitate 3 Bubbles. EYFS will have their dinner as normal from 11.30 till 12. At 12 the 3 Y5/6 children will begin their lunch time (12 – 12.20). Each bubble will have their own SMSA and no children will move until 12.20pm. Y1,2,3,4 will remain in classes until 12.15pm then Y1/2 will go out to play while Y3/4 wash their hands and line up for dinner. At 12.20pm Y5/6 will go out to play. They will return to their classrooms at 12.45pm. Y3/4 will be in the dining room from 12.20pm till 12.40pm. No child will move until 12. 40pm and then these children will be escorted onto the yard as the Y5/6 line up. Y3/4 children will play outside until 1pm. At 12.40pm Y1/2 will line up for lunch. They will remain in the dining room until a bubble or all children are ready to go outside. Their lunch time will end at 1.15pm. If it is poor weather the children will be supervised inside. Each bubble will need it's own SMSA / member of staff.</p> <p>Children will have to queue, with regard to social distancing for all food.</p> <p>SMSA staff will clean tables and chairs between each sitting.</p>

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	<p>8. <u>Outside Playtimes</u></p> <p>There will be a need to minimise the number of children gathered together. How will you organise this? Can the outdoor space be divided safely? How will activities be organised? How will you timetable the space if needed?</p>	<p>Breaks to be staggered – Y1/2 together, Y3/4 together and Y5/6 together. Each bubble to be allocated a zone – this can be rotated on a daily basis. Children can only play non contact games. There are footballs outside for the children to kick if they are in the top pen. Only one bubble has access to this equipment per day. The balls are wiped at the end of each day. Staff will be put on a rota.</p>
	<p>9. <u>First Aid</u></p> <p>There will be a need to minimise direct contact with children. Will you provide PPE? Will you provide masks and gloves?</p> <p>How will used resources be disposed of?</p>	<p>We have an additional First Aid Risk Assessment. We have some PPE equipment for use by the staff – gloves, masks and visors. However Government guidance is that staff in schools do not need to wear PPE but it is available for staff that wish to wear it.. Staff dealing with general first aid such as cuts wear gloves. If a child is showing symptoms / illness they will be put in one of our isolation rooms and parents contacted to collect them. We cannot diagnose. We will suggest testing/seeking doctors' advice or self-isolation.</p> <p>ENGIE will dispose of all resources/waste materials at lunch time and at the end of each day as part of the normal cleaning arrangements.</p>

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	<p data-bbox="454 229 804 261">10. <u>Contingency Plans.</u></p> <p data-bbox="409 303 987 335">What happens if a 'Bubble' has to close?</p> <p data-bbox="409 783 1005 815">11. <u>Peripatetic staff / Visitors to school.</u></p>	<p data-bbox="1279 229 2029 480">Staff will prepare a home / school learning pack for children to take home with them in the event of their 'Bubble' having to close. If the children are told not to attend school that day because we have been notified prior to the start of school about having to close a 'Bubble' packs will be delivered to the child's home address.</p> <p data-bbox="1279 491 2011 592">Since the start of term families have been encouraged to sign up to the class dojo so they can access lessons from their teacher.</p> <p data-bbox="1279 783 2024 963">Following Government guidance we will welcome visitors to school such as peripatetic staff, social workers. They will need to maintain a 2 metre distance from pupils and staff, and can move around bubbles. They can wear PPE equipment.</p>