



**School Effectiveness COVID-19 Risk Assessment Plan – FULL OPENING IN SEPTEMBER 2020**



**Updated for January 6<sup>th</sup> 2021 in light of the current lockdown.**

**Review Date: Senior Leaders and Governors will review this document on 8<sup>th</sup> February 2021**

Risk: Transmission Through Contact	Who	Measures taken:	Status/ RAG Rating
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> <li>• All children taught in class groups</li> <li>• Class groups to join together for playtime and lunchtime to form year groups</li> <li>• Classrooms re-organised to maximise space</li> <li>• Change of layout in classrooms to allow greater space between learning area</li> <li>• Outside spaces allocated</li> <li>• One way system for entry and exit by parents, 2m distancing signposted</li> <li>• Entry and exit points and 1 way system inside school for staff</li> </ul>	<p>All staff</p>	<p><b><u>Groups and classroom set up</u></b></p> <ul style="list-style-type: none"> <li>• Children remain in year group bubbles of no more than 25 – if numbers of keyworkers exceed 25 we will need to adapt our rota.</li> <li>• Tables set out in classrooms to encourage social distancing – Year 3, 4, 5 and 6 to be set out with tables facing the front. EYFS, Year 1 and Year 2 to ensure tables allow for children to spread out as much as possible.</li> <li>• Removal of soft furnishings where possible from classrooms</li> <li>• Personal equipment in classrooms including pens, pencils etc in years 1-6</li> <li>• No bags/ reading books will be brought into school – just lunch boxes</li> <li>• Each year group has own allocated toilet with Year 5 and 6 sharing - 1 child in the toilet at a time.</li> <li>• There will be no year group assemblies in the hall or studio</li> <li>• Use of Year 5/6 communal area will be limited– children to keep their belongings in the classroom rather than lockers.</li> <li>• Ventilation of classrooms – teachers/support staff will ensure classrooms are ventilated at all times by keeping a window open. When children are outside keep outside doors and windows open for a more extended period of time.</li> <li>• Limit movement of children and staff across school. Use phones to communicate rather than visiting in person.</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• A cleaning set will be available in each classroom</li> <li>• Touch points in classrooms to be cleaned thoroughly at lunchtime</li> <li>• If using a communal area (nurture area, library etc) tables to be cleaned after use and before another group uses them</li> <li>• Hand gel will be used after using any communal equipment (e.g. photocopier, kettles, toilets etc) All staff have a lanyard hand gel to use for instant hand cleaning.</li> <li>• Phones and keyboards to be wiped with a Dettol wipe after each use</li> </ul>	<p>AMBER</p>

**PE**

- These lessons will take place outside where possible.
- PE equipment to be sanitised between all lessons – where this is not possible equipment should not be used for 48 hours before being used again by another group.

**Playtime and lunchtime**

- Lunches –in classrooms in class bubbles
- Playground/field to be zoned for use by year group bubbles
- No groups to mix, social distancing by all adults and encouraged by all children.
- Adults will remain with their year group where possible
- Adults will wear masks/visors on lunch or play duty
- Each year group will nominate a member of staff to deal with routine first aid, they will take out the year group first aid kit. Phone for assistance with more serious incidents – a rota will be set up
- PPE will be available in each first aid kit

**Other safety measures**

- Social distancing encouraged wherever possible
- Staff to wear masks/visors in all communal areas and outside on play duty
- Outdoor space available for all staff at break times
- Additional visitors in school limited to those that are essential - safeguarding, special educational need visits, music lessons, urgent parental concern meetings
- Contact information collected for any visitors in school
- No volunteers in school
- A one-way system will be in operation for movement inside school – this is always applicable for all members of the school community.
- Classroom doors to remain open as much as possible to reduce touch contact points – ensure all doors are closed when carrying out an emergency evacuation.
- Fire doors must not be wedged or held open.
- PPA to be taken at home wherever possible – SLT to be informed if a member of staff leaves the site

**Evacuation of school in an emergency**

- Most classrooms have outside access to avoid congestion and maintain social distancing in corridors.
- One-way system will not be adhered to in an emergency – the nearest available fire exit will be used.
- Walk on the left of the corridor.
- Areas allocated outside for each year group to assemble to avoid a large gathering during head counts

		<p><b><u>Educational Visits</u></b></p> <ul style="list-style-type: none"> <li>There will not be any educational visits during the current lockdown.</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.	SLT All staff	<ul style="list-style-type: none"> <li>PPE supplies are stored centrally and can be accessed by all staff members as and where required</li> <li>Review behaviour policy and add appendix</li> <li>Systems in place for staff to request support from a Senior Leader to support children whose behaviour is putting other children or staff at risk. Amendments to be made to the Behaviour Policy to ensure a clear area for children to be taken to who need 'Time Out' from the classroom.</li> </ul>	AMBER
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored centrally and can be accessed by all staff members as and where required</li> <li>Supplies made available include hand sanitiser in class for use by pupils, hand sanitiser for adults in central area over 80% alcohol, gloves, disposable face masks (for use when first aiding, child illness or intimate care), and aprons</li> <li>PPE to be worn when dealing with any first aid incidents. This must include face mask, gloves and apron.</li> <li>PPE to be worn when dealing with the intimate needs of individual children such as when assisting children who have had a toileting accident. This must include face mask, gloves and apron.</li> <li>PPE to be worn when dealing with any specific medical needs of children such as monitoring the blood sugar of diabetic children. This must include face mask, gloves and apron.</li> </ul>	AMBER
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> <li>Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>Posters displayed instructing staff on the correct use of PPE and how to dispose of it.</li> </ul>	AMBER
To establish procedures to ensure regular hand washing in accordance with guidelines	Allocated TA	<ul style="list-style-type: none"> <li>AMEY assigned to refill soap dispensers throughout the day</li> <li>Children and adults instructed to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food.</li> <li>Adults to regularly wash hands</li> <li>Hand sanitiser in all classrooms and staff areas</li> <li>Hand sanitisers at the office for any visitors arriving in school</li> <li>All staff provided with a hand gel dispenser to wear on their lanyard</li> <li>Posters/instructions for washing hands displayed clearly in all classrooms and toilet areas – teachers to ensure all children know how to wash their hands thoroughly</li> </ul> <p>Use of hand gel</p> <ul style="list-style-type: none"> <li>Alcohol based hand gel to be used in classrooms by adults and children as this is most effective in stopping the spread of the virus.</li> <li>Parents informed</li> <li>Clear adult instruction on the use of hand gel</li> <li>Children instructed to <ul style="list-style-type: none"> <li>use one small blob of gel</li> <li>rub into hands thoroughly until it is dry</li> <li>remember to rub thumbs, back of hands and wrists</li> <li>only use hand gel on hands,</li> <li>NOT to put hand gel in mouth or to lick off hands.</li> </ul> </li> <li>Hand gel to be kept out of reach of children unless being supervised by adults.</li> </ul>	AMBER

		<ul style="list-style-type: none"> <li>• First aid response If a pupil eats the solution is to provide cold water to drink and monitor child closely and if lotion gets in to eyes to swill eye with water.</li> <li>• Class staff to inform office staff when hand gel supplies are running low in their classroom</li> </ul>	
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach	SLT BM All staff	<ul style="list-style-type: none"> <li>• Ensure there are sufficient supplies of tissues in each class and area</li> <li>• A lidded bin is available in each classroom to dispose of tissues</li> <li>• Children wash or sanitise hands after blowing nose, coughing or sneezing.</li> <li>• Staff to wear PPE if needing to support children with this.</li> </ul>	AMBER
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominate d first aider AMEY cleaning staff	<ul style="list-style-type: none"> <li>• Isolation room identified as PPA room near to Nursery as this has an outside door for parents to arrive for collection.</li> <li>• Room to be deep cleaned after use</li> <li>• PPE to be disposed of in black bag except visors which must be washed thoroughly after each use</li> </ul>	AMBER
To reduce risk of exposure to COVID-19 by limiting contact between staff members	All staff	<ul style="list-style-type: none"> <li>• Staff to remain within their own class/year group wherever possible, including when using outdoor rota space</li> <li>• Staff to keep mobile phones on them, being mindful of school's acceptable use policy</li> <li>• Limit movement around school. Use mobile phones to contact the office/senior leaders if necessary.</li> <li>• Staff to keep 2m away from each other wherever possible</li> <li>• The staff room will not be used. Staff to be encouraged to eat their lunch and take their breaks in their teaching areas or outside spaces. Clear signs to indicate this.</li> <li>• Only one member of staff to use any toilet block at any time</li> <li>• Reduced number of visitors allowed in school</li> <li>• Visitors Covid conduct sheet given out on entry into school</li> <li>• Covid amendments added to staff code of conduct</li> <li>• Covid amendments added to induction of new staff packs</li> </ul>	AMBER
<b>Risk: Staff and Pupil Attendance</b>			
Identify staffing levels to ensure the provision for key worker and vulnerable children adheres to social distancing guidelines	HT	<ul style="list-style-type: none"> <li>• All staff should be available for work</li> <li>• HT to meet with staff who may be at increased risk due to previous need for shielding to discuss school's specific arrangements – individually risk assess if needed.</li> <li>• Clinically Extremely Vulnerable staff to isolate and work from home</li> <li>• Staff allocated year groups to work within,</li> <li>• Rota system in place</li> </ul>	AMBER
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT and SLT	<ul style="list-style-type: none"> <li>• All information emailed to all staff</li> <li>• Part of Training Day on September 1<sup>st</sup> used to ensure all staff are clear of expectations.</li> <li>• Regular year group meetings, virtual and in person to allow staff opportunities to express concerns</li> <li>• Access to well-being and mental Health support communicated and shared with staff</li> <li>• All staff have contact details for all SLT and Head Teacher</li> </ul>	GREEN
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HTand CoG	<ul style="list-style-type: none"> <li>• Parent letter written after discussions by SLT by Head teacher and shared with Governors</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection</li> </ul>	GREEN

		<ul style="list-style-type: none"> <li>• Clear expectations for parents, protocols to be shared including safe drop offs and collections, what can be brought into school, 1 parent drop off and collection, no parents in school, how to communicate have been shared</li> <li>• Home-school agreement to be adapted to include updated changes regarding behaviour expectations of pupils, staff and parents.</li> <li>• Parents will not be allowed in school. All adults to keep distance from and avoid communication at the classroom door parents. Parents are encouraged to phone the school with queries or to raise concerns, or to speak to a member of staff on the playground.</li> <li>• Class Dojo and Parent Mail set up as main form of communication</li> <li>•</li> </ul>																					
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	SLT	<ul style="list-style-type: none"> <li>• Staggered start and end times have been established</li> <li>• Requirements have been shared with parents</li> <li>• One way system in place on playground</li> <li>• Parents will be required to wear face masks when dropping off/picking up (unless exempt)</li> </ul> <p><b><u>Drop off and collection</u></b></p> <ul style="list-style-type: none"> <li>• A one-way system will be in place for drop off and collection times. The school community will enter via the main gate or side gate near Nursery. After dropping off their children parents will walk around the playground, out the gate near Year 4 and exit through the main school gate. This gate will be supervised by the school caretaker on duty.</li> <li>• 1 adult per family for dropping off and collection, siblings permitted if necessary</li> <li>• Year 5 and 6 will be dropped at the school gate nearest to their teaching block and will enter school on their own – a member of SLT will be on this gate to supervise children.</li> <li>• Members of staff to be available on the playground during drop off and collection times</li> <li>• SLT member to supervise Y5 and Y6 gate</li> </ul> <table border="1" data-bbox="813 874 1756 1002"> <thead> <tr> <th colspan="2">Morning session</th> <th colspan="2">Afternoon session</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>8:30a.m. to 11:30a.m. <i>Some children to stay for lunch – eaten in area.</i></td> <td>Nursery</td> <td>12:30p.m. to 3:30p.m.</td> </tr> </tbody> </table> <table border="1" data-bbox="813 1034 1756 1193"> <thead> <tr> <th colspan="2">Drop off timings</th> <th colspan="2">Collection timings</th> </tr> </thead> <tbody> <tr> <td>YR, Y3, Y5</td> <td>8:40a.m. – 8:50a.m.</td> <td>YR, Y3, Y5</td> <td>3:05p.m.- 3:10p.m.</td> </tr> <tr> <td>Y1, Y2, Y4, Y6</td> <td>8:50a.m. – 9:00a.m.</td> <td>Y1, Y2, Y4, Y6</td> <td>3:15p.m</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Drop off timings allow for families with children in different year groups to drop off and collect at the same time</li> <li>• Parents asked to wear a mask when collecting and dropping off their children.</li> </ul>	Morning session		Afternoon session		Nursery	8:30a.m. to 11:30a.m. <i>Some children to stay for lunch – eaten in area.</i>	Nursery	12:30p.m. to 3:30p.m.	Drop off timings		Collection timings		YR, Y3, Y5	8:40a.m. – 8:50a.m.	YR, Y3, Y5	3:05p.m.- 3:10p.m.	Y1, Y2, Y4, Y6	8:50a.m. – 9:00a.m.	Y1, Y2, Y4, Y6	3:15p.m	AMBER
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		<p><b>Wrap around care</b></p> <ul style="list-style-type: none"> <li>• Breakfast club and OSCAR's after school club will resume.</li> <li>• The children will move into two groups for this. An EYFS/Y1/Y2 group in the hall and a Y3.Y4, Y5 and Y6 group in the studio.</li> <li>• These clubs will run until 5p.m. which will allow for cleaning of the areas used once the children and staff have left.</li> <li>• Parents to collect children from the school office or studio gate</li> <li>• Review activities that will be allowed during the club e.g. breakfast club children will remain sitting at tables and carry out calm activities such as colouring, reading</li> <li>• Thorough hand hygiene routines established (children wash hands on entry, before eating, and before going back to their classrooms,</li> <li>• Adults to serve all food (wearing gloves).</li> <li>• Adults to collect all utensils in a box to take to kitchen areas for thorough hand washing or dish washing</li> <li>• No other extracurricular clubs will take place</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> <li>• Children removed to isolation room and supervised by 1 member of staff.</li> <li>• Office to call parent to collect.</li> <li>• Up to date Government advice to be shared around isolating</li> <li>• Staff member to wear PPE</li> </ul>	AMBER
Share details of Northamptonshire Covid-19 Outbreak Prevention and Control Plan	HT	<p>All staff aware of this document...</p> <p><a href="https://www.northamptonshire.gov.uk/coronavirus-updates/Documents/DRAFT%20Northamptonshire%20Outbreak%20Prevention%20and%20Control%20Plan%20-%20LRF%20Headline%20Summary.pdf">https://www.northamptonshire.gov.uk/coronavirus-updates/Documents/DRAFT%20Northamptonshire%20Outbreak%20Prevention%20and%20Control%20Plan%20-%20LRF%20Headline%20Summary.pdf</a></p>	AMBER

<b>Risk: Maintaining Cleanliness</b>			
Deep clean all classrooms prior to opening, responsibility with AMEY	Cleaning Staff	<ul style="list-style-type: none"> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary</li> <li>• Programme of deep cleaning for the Summer Holidays</li> </ul>	AMBER
<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission</p> <p>Share plan with AMEY and cleaning expectations,</p>	<p>All staff</p> <p>AMEY cleaning staff</p>	<ul style="list-style-type: none"> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• 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"> <li>Door handles</li> <li>Desks, table tops</li> <li>Toys</li> <li>Teaching equipment/resources</li> <li>Light switches</li> <li>Books</li> <li>Toilets</li> <li>Sinks</li> </ul> </li> <li>• Use of disposable cloths and disinfectant available in every classroom</li> <li>• Additional cleaning capacity in place through use of teaching and support staff – class staff to clean frequent touch points in classrooms at lunchtime.</li> </ul>	AMBER

		<ul style="list-style-type: none"> <li>• Daily cleaning by AMEY</li> <li>• Collective responsibility to keep all classrooms and communal areas clear and tidy to allow cleaning staff to do their job effectively</li> <li>• Risk Assessment shared with AMEY staff</li> </ul>	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> <li>• Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment,</li> </ul>	AMBER

<b>Risk: Safeguarding</b>			
AMEY to check all systems prior to opening	Site Supervisor AMEY	Checks carried out on the following: <ul style="list-style-type: none"> <li>• gas,</li> <li>• heating,</li> <li>• Water flow,</li> <li>• mechanical and electrical systems</li> </ul>	GREEN
Ensure water systems are safe and operational	Site Supervisor AMEY	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.	GREEN
Check your fire safety systems	Site supervisor AMEY	Checks carried out to ensure that: <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• fire alarm system and emergency lights are operational</li> </ul>	GREEN
To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"> <li>• At risk of exclusion</li> <li>• In need of early help</li> <li>• Have additional needs such as behaviour, sensory impairment etc.</li> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> <li>• Meeting the social care thresholds</li> </ul>	DSL HT SENDCo	<ul style="list-style-type: none"> <li>• Identify relevant pupils</li> <li>• LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> <li>• Action plan in place to ensure increased needs are addressed</li> <li>• Children identified who will need support but who may not have a specific SEND need and teachers made aware</li> <li>• Vulnerable children offered a place in school</li> <li>• Plan in place to keep regular contact with vulnerable families whose children are not attending school</li> </ul>	AMBER

<b>Risk: Response to an infection</b>			
Suspected case of Covid 19 amongst staff or pupils at the school	HT SLT	<ul style="list-style-type: none"> <li>• Patient is isolated in isolation room (PPA room near Nursery). Parents are contacted for immediate collection. Parents to enter school via outside Nursery door to collect their child. Ensure all Nursery children are contained safely within their classroom.</li> <li>• If a staff member shows symptoms they will be sent home or instructed to wait in isolation room until a family member can come and collect them.</li> <li>• School to ensure all staff and parents are aware of the symptoms of Covid 19 and are clear on the expectation that they do NOT attend school if they display any of these symptoms</li> </ul>	AMBER

		<ul style="list-style-type: none"> <li>• Anyone displaying symptoms can and SHOULD get a test and must inform school of the results of the test immediately</li> <li>• Anyone who has been in close contact with someone who has tested positive for Covid must self-isolate.</li> <li>• SLT to be informed of any contact made to children or staff through track and trace system</li> </ul>	
Confirmed case of Covid 19 amongst staff or pupils at the school	HT SLT	<ul style="list-style-type: none"> <li>• Follow Northamptonshire Schools Covid 19 Notification Process – display the poster in the school office.</li> <li>• Call DfE on 0800 046 8687 and report case to LA</li> <li>• School to respond to any advice given with regard to isolation of groups of children and to work in collaboration with the local health protection team.</li> <li>• Ensure parents and staff are aware of their responsibility to engage with the NHS Test and Trace process</li> <li>• Ensure parents are aware of their responsibility to engage with school’s communication procedures (Class Dojo and Parent Mail)</li> <li>• School to phone vulnerable families or families who would not be able to engage with school’s communication systems</li> <li>• School must send home anyone who has been in close contact with any person testing positive for Covid 19 and advise them to self-isolate for 14 days. The health protection team will further advise on this.</li> </ul>	AMBER