

**Risk assessment for Loxwood Primary School Reopening**

This risk assessment has taken place through consultation from staff and governors. It takes into account guidance from the Department for Education, West Sussex County Council and Unions. Documentation referenced including but not exclusive to:

Gov.uk – [Implementation protective measure in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

Gov.uk – [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)

Gov.uk – [Opening schools for more children and young people initial planning framework for England](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england)

Gov.uk – [Planning guide for primary schools](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools)

NAHT – [Advice for school leaders on a phased return](https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/advice-for-school-leaders-on-phased-returns/)

WSCC – [Framework for supporting school leaders and governors in their strategic planning and preparations for the reopening of Schools during Covid 19 pandemic](https://content.govdelivery.com/attachments/UKWSCC/2020/05/15/file_attachments/1452084/Framework%20for%20Re-Opening%20West%20Sussex%20Schools%201505201.pdf)

The fundamental principle of this guidance is to seek to ensure as far as possible physical distancing between identified groups (hubs) and to implement good hygiene practices. The design of our school has small numbers of ‘rooms’, and only one corridor. This has made numbers of children and adults on site difficult to accommodate whilst adhering to social distancing. We have tried to create ‘hubs’ of children with adult supervision that do not meet or mix with each other.

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| **Focus** | **Area of consideration** | **Recommendations** |
| Safeguarding | | * All policies and procedures regarding the safeguarding of pupils whilst on site (unless stipulated in this risk assessment) will continue as they would under normal school opening practice * The on site DSL (Designated Safeguarding Lead) will be either Ms Kitson or Mrs Winter |
| Children | Attendance | * Parents will be asked to take their child’s temperature every day prior to drop off at school * Children of key workers are the highest priority. **These children are booked in two weeks in advance** * Then children in years Reception, 1 and 6 (in this order of priority) * If your child is in these three year groups and you have decided to allow them into school we request that they attend for the full timetable allocated for them * Only children who are symptom free or have completed the required isolation period should attend the setting * Children that have been classed as extremely vulnerable due to pre-existing medical conditions and have been advised to shield are not expected to attend * Children that are clinically vulnerable (but not extremely) will attend on medical advice from their doctor (parental responsibility) * Children living with clinically vulnerable adults can attend * Children living with extremely vulnerable adults may only attend if social distancing can be adhered to. It is not recommended by the school that these pupils attend considering the age of the pupils * Parents have the right to decide if their child attends school even if the guidance expects them to   **For all government guidance for parents please read:**  [Parental guidance for return to school](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june) |
| Hygiene | * In each classroom there will be available gloves, cloths (disposable), bin liners, cleaning spray. These will be kept out of reach of children * Parents asked to use clean uniform every day * Children and adults to wash hands regularly throughout the day including on arrival and departure * Ensure sufficient soap, sinks, towels are provided * Hand sanitiser is available (depending on supply chain), but soap and water is the preference * Encourage adults and children not to touch their faces * Use ‘catch it, bin it, kill it’ motto for using tissues * Ensure that all rooms provided with bin with swing top lid * Only recycle classroom writing paper * All bins to be emptied at end of day with double bagging * Ensure all rooms are well ventilated throughout the day * All rooms have access to outside – use outdoor space throughout the day * Staff to use anti-bacteria spray to clean surfaces throughout the day (at least after each break, food, session) including all door handles, tables and chairs |
| Toilets | * Each classroom has its own toilets in the juniors * Children will be encouraged to wash hands thoroughly after each visit (monitored) * Infants have one toilet with 6 cubicles. Children will be monitored using this space since it will be shared with the three classes * Children in the hall will use outside toilets * Adults to ensure that traffic is minimised and hand washing is completed thoroughly |
| Lunch and breaks | * Lunch will be in the classroom * Hot meals will be collected by an adult and brought to the room * Pack lunches in a plastic wipe able lunch box will be a preference (KS1 and Reception entitled to UFSM) * Breaks staggered so only one hub will be on playground/field at one time. Adults in class rotate breaks to supervise children |
| Physical distancing/ grouping (hubs)  2 adults per hub  SLT to remain out of class  1 member of staff on front desk  Of which 1 must be main first aider | It is impossible to maintain physical distance between primary aged children. This is recognised within government guidance. To reduce the risk of infection the following procedures have been put in place:   * year groups will be invited back slowly (key worker children) to gain an understanding of success of risk assessment and make changes as relevant * Number will increase as each week is evaluated * Children will be organised into small groups or hubs. These will not exceed 15. In Reception and Year 1 we will try to maintain 10 * Each ‘hub’ will have two adults to supervise, these hubs wil not interact with each other. They will become a ’household’ within the school. This includes the adults within this hub * Every class used has access to outside space and this will be available all day, every day * Classroom will be set up with less tables and on tables will be sticker to indicate where a child can sit * No sharing of stationary * Adult will support social distancing but parents need to educate children at home to help |
| Wellbeing and education | * Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. * The curriculum will reflect the need to support the children’s well-being and anxieties before academic rigor * Pupils needing more support will be identified prior to returning and additional adults, resources or strategies put in place to support these children will staff supported by SENDCo |
|  | Resources | * Excess desks to be removed from rooms * No book bags * Children to be given their own stationery. Year 6 to bring in their own. No sharing. * Each child to be given their own table/work station * Soft toys to be removed and not brought in from home * Resources kept to each room and not shared * Limit the number of resources in classroom used each day and then rotate – leaving used resources for 72 hours to be rid of any contamination from a particular day * Play time – each hub to have their own outside play equipment. Reasonable attempts made to clean equipment at end of each day * Library and reading books will not go home * Exercise books will not be marked by but verbal feedback can be given (and recorded separately) |
|  | First Aid | * Each classroom to have a thermometer (these are non contact) * Child to be initially assessed visually by first aider in class * If there is any indicated of sickness (non covid) child will be sent home * In first instance child to be directed to support themselves (if minor injury) * If minor and contact needed gloves to be worn * If further aid needed – first aid room. Initial PPE (gloves, apron and mask)   If child shows symptoms of Covid 19 follow WSCC advice and use emergency PPE in medical room   * Child to be isolated in medical room supported by lead first aider * Child collected by parent and parent arranges for child and whole household to be tested * All children and staff in ‘hub’ to be sent home * Entire hub remains at home and is recommended to self-isolate until result of test returned negative * If test result is positive entire hub and their households recommended to get tested * Hub to be deep cleaned and closed and not reopened until 14 day self-isolation period over or test returned negative |
|  | SEND | * Where a child has demonstrated difficulties with social distancing an individual risk assessments will be completed with parents supporting * Where a child’s emotional and social well-being may cause challenging behaviour requiring 1:1 support, prior knowledge and individual risk assessments will be completed with parental support * Supervision with hand washing * Children will not be able to access ‘quiet areas’ or separate rooms * Learning mentor support/Emotional literacy support will be provided within the classroom, initially by staff allocated to that hub with support of SEND team * If needed specialised staff may be called upon to work with individuals but still maintaining distance and within the child’s hub |
| All staff | Attendance | * Staff should only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result. * If any symptoms are displayed staff are required to use testing facility set up by Government and follow guidance regarding isolation etc. * Staff within the extremely vulnerable category to continue shielding and supporting school by working from home * Staff within the vulnerable category should work from home if able to and can support school with Home Learning or individuals can assess the level of risk within school and discuss with HT reasonable adjustments to their role to enable them to work in school * Staff living with someone vulnerable (but not clinically extremely vulnerable) should work in school * Staff living with someone clinically extremely vulnerable they should only work within school if they are able to completely socially distance themselves from other members of staff and children when working (this will not be possible for TAs and teachers but may be possible for office staff with adjustments made for the individual) * If it is possible to complete work when children are not on site this is recommended for those staff * Teachers receiving PPA should work from home |
|  | * The number of staff in the school will be limited at all times to only those required to care for the expected occupancy levels on any given day. |
| Physical distancing/ grouping | Physical distancing is very difficult when working and supporting primary aged children. To reduce the risk of infection the following procedures have been put in place:   * Wherever possible staff will remain with their hub of children * Social distancing will remain during breaktime and these will be staggered * Staff to bring in their own refreshment needs * If resources are used in staffroom – dishwasher to be used to clean items * Classroom 5 has been allocated to staff due to the small confinements of the staff room * Maintaining distance from the children as far as possible * Wash hands regularly * Don’t touch face * Where possible, meetings and training sessions will be conducted through virtual conferencing * If providing first aid, gloves, apron to be worn and disposed of appropriately after single use |
| Communal areas | Office | * The majority of the office functions will be completed at home by K Smith and J Hannington * Tape along the floor will ensure that anyone coming into the office area will stay two metres in front of the member of staff at the desk * A member of staff will ‘man’ the front office to support the SLT * More complex first aid issues will be dealt with by either HT or DHT * There will be no extended first aid qualified person on site due to staffing issues. 999 will be called for any emergencies * Children will not be sent to the office for any reason * The surfaces of the office will be cleaned throughout the day * Phone will not be answered by multiple people – wipes will be available to wipe down phone after use |
|  | Hall | * The hall will be converted into a learning area * Lunches will be taken by an adult into the classroom. During this time a clear pathway will be allocated for Chartwell to serve the hot meals |
|  | Library | * Not in use |
|  | Staffroom | * Year 5 to be used as a staffroom extension |
| Parents | Physical distancing  Pick up and drop off  Staggered start to day | * Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child – we rely on parent’s full support on managing this. * We are limiting drop off and pick up to 1 parent per family * We will request, if possible, that parents do not being children on site to pick up * Start and end of day timings will be staggered * A one way system will be in place for both drop off and pick up * Children allocated to classroom in the infant area come in through alleyway, drop off child at door of allocated classroom and out via class 2 gate into car park * Children allocated classroom 3 and 4 come in through field gate drop off at door to allocated class and back out through field gate * Children allocated to hall to arrive through field gate and leave through field gate * Children allocated to classroom 6 to use gates near their room for both drop off and pick up * When parents are waiting to drop off or collect their child, physical distancing will be maintained * Parents will be asked to not enter the school for any reason unless absolutely necessary * Parents are asked as far as possible to not communicate with staff on drop off – staff will need to be concentrating fully on supporting children in the new routine |
| Communications | * All communication between parents and the school can be done via phone or email * Parents will continue to receive weekly newsletter * Text messages will be used for information required to be accessed immediately |
| Visitors | Visits | * Attendance will be restricted to staff and pupils * Deliveries, post, fruit will be left on table between two entrance doors * Brakes to deliver kitchen food via back door to kitchen |
| Hygiene and Health & Safety | Hand Washing | * All children and staff will wash their hands upon arrival at school * Children and staff members will be encouraged to wash their hands frequently |
| Cleaning | * An enhanced cleaning schedule has been implemented that includes furniture, surfaces and children’s toys and equipment * Restricted numbers of rooms will be used to ensure cleaning staff have time to clean thoroughly after school * Communal areas, touch points and hand washing facilities will be cleaned and sanitised regularly (at least hourly throughout the day) |
| Waste disposal | * All waste will be disposed of in a hygienic and safe manner. * Tissues will be disposed of using bins with lids. Double bagged at end of day |
| Risk assessment | * All activity will be risk assessed and due consideration given to any adaptations to usual practice. It is expected that this will include, but not be limited to the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils |
| PPE | * Government guidance is that PPE is not required for general use in primary school settings to protect against COVID- 19 transmission. PPE to continue to be worn as normal first aid procedures including a mask if staff requires * Emergency PPE (two packs) have been provided by WSCC for use if a child shows symptoms of Covid 19 |
| Premises | Building | * Windows will be kept open where possible to ensure there is good ventilation * Corridors will become one-way for pupils (if needed but situations will be rare due to children staying in their hubs) |
|  | Resources | * Children are not be permitted to bring items from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival. * Resources for play will be cleaned where possible at the end of day by staff, where not possible this equipment won’t be used for 72 hours * Equipment used by staff such as stationery, tablets etc will be allocated to individual staff members where possible and cleaned regularly. |
| Supplies | Procurement & monitoring | * The school will try to ensure that there are adequate supplies however, currently there is disruption in the supply chain * If supplies are impossible to locate then the risk to open will be reassessed |
| Responding to a suspected case |  | * In the event of a child developing suspected coronavirus symptoms whilst attending the school, they should be collected as soon as possible and isolated at home in line with the NHS guidance * Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area with good ventilation * The staff member responsible for the child during this time should be a staff member from their ‘hub’ and will use PPE accordingly * The area should be thoroughly cleaned immediately or where possible, if the area can be left unvisited it can be then cleaned after 72 hours * The person responsible for cleaning the area will wear appropriate PPE * In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance * Testing for any suspected coronavirus case is strongly recommended and in the case of staff, is required. A negative result where the person is also well and not suffering any other ailment, will mean that they are able to return school following existing policy requirements |