



**Risk Assessment for Re-opening School
during the Covid-19 Pandemic**



FORRES SANDLE MANOR

Risk Assessment for Re-opening School during Covid19 Pandemic

Rationale: This document is written with the ongoing 'duty of care' FSM School has for their whole community: governors, staff, parents, pupils and visitors.

Government guidance states 'we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff.' Therefore, the purpose of this risk assessment is to minimise any risk of spreading the virus.

1. Children attending school

Risk	Actions to mitigate risks
Risk of vulnerable children contracting the virus	<p>Children who are classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not attend school.</p> <p>- Clinically vulnerable children are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</p>

2. Staff attending school

Risk	Actions to mitigate risks
Staff who are termed clinically extremely vulnerable (who have received a letter from the government).	The government advice for these staff members is to work from home.
Staff who are termed clinically vulnerable (eg asthma and diabetes)	School will liaise with these individuals to determine the best next step: <ol style="list-style-type: none"> 1. Work from home 2. Take an on-site role but staying 2 metres away from others wherever possible 3. Take up an on-site role the same as non-vulnerable staff. 4.
Staff who are living with a clinically extremely vulnerable adult or child who is shielding	School will liaise with these individuals to determine the best next step: <ol style="list-style-type: none"> 1. Work from home 2. Take an on-site role but staying 2 meters away from others wherever possible 3. Take up an on-site role the same as non-vulnerable staff 4.
Staff who are living with a clinically vulnerable (but not clinically extremely vulnerable) adult or child	Government guidance states: 'they can attend their education or childcare setting'.

3. Preventing the spread of virus

Risk	Actions to mitigate risks
Risk of somebody with symptoms passing on the virus	<p>Any child or member of staff displaying symptoms of high temperature or new cough must self-isolate for 7 days and their household members for 14 days. If these symptoms are displayed at school, the child or adult must be isolated to the dedicated isolation room (Getting Better Bay).</p> <p>Once at home the child or adult must seek a test.</p> <ol style="list-style-type: none"> 1. If the test is negative, they may return to school when better. 2. If positive for Covid-19, they must remain offsite for 14 days from confirmation <ul style="list-style-type: none"> + If the child has been tested positive, the adult who supervised that child whilst waiting to be picked up must isolate for 14 days. ++ Their classmates and teachers who are in regular contact with them at school must self-isolate for 14 days. <p>In the event of more than one child/adult showing symptoms, they should be isolated outside until the room becomes available.</p> <p>There are gloves, aprons and face coverings available to all staff should they wish to use them. In line with government guidance, we will not be advising or insisting that staff do so.</p>
Risk of contracting the virus whilst monitoring a child with symptoms at school	<p>As well as the actions above, the group staff member who has to stay with the symptomatic child must wear protective equipment (face covering, gloves). The room must be cleaned as soon as the child has gone home.</p>
Risk of passing on the virus through sneezing, coughing and touching	<p>Clear hygiene messages given to children and staff:</p> <ul style="list-style-type: none"> - Wash hands regularly for 20 seconds with soap and water, or a sanitiser gel (specifically: on arrival at the setting and before and after eating). Classroom sinks should be used for handwashing. - Encourage children to not touch their face, mouth and nose. - Promote the 'catch it, bin it, kill it' approach. Posters have been put up reminding pupils and staff of this message - More 'lidded' bins have been provided - Bins will be emptied during the day. -
Risk of the virus being spread on surfaces	<p>Thorough cleaning of frequently touched surfaces at several points during the day using standard products, such as detergents and bleach:</p> <ul style="list-style-type: none"> - Before the start of the school day - During morning break time/lunchtime when the children are out to play. - High contact points will be cleaned more regularly. Eg door handles after every playtime.

	<ul style="list-style-type: none"> - Staff also given access to lockable cleaning cupboards so they can clean areas as they are used. - Staff to receive additional COSHH training for handling of cleaning products <p>Surfaces include:</p> <ul style="list-style-type: none"> - Tables, chairs, benches in classrooms. - Door handles - Sanitiser and soap dispensers - Sinks - Toilets - Light switches - Any other resources which have been specific to that day. Eg measuring equipment used during maths. <p>We recognise that Reception and Year 1 children will have difficulty in adhering to social distancing and will want to share equipment. This equipment will be cleaned more often than normal.</p> <p>Each child will have their own pens, pencils, whiteboard etc that will not need wiping down as they will only be used by one child.</p> <p>The school will discuss the additional cleaning requirements with our Domestic team.</p>
Risk of the virus being spread on soft furnishings	All soft toys and soft furnishings (such as bean bags and chairs with material cushions) will be removed from the classrooms.
Risk of the virus being spread on clothing	Whilst this risk is apparently low, pupils will not have to wear uniform and staff/parents are encouraged to provide fresh clothes on a daily basis.
Risk of first aider contracting the virus when dealing with all first aid needs (not just symptoms)	First aiders will need to wear face coverings and gloves when administering first aid, unless they are an adult member of the child's group. They will need to wipe down any surfaces touched after using the room. They must log the first aid needs, the child's name, normal class and new 'group' name.
The risk of certain children, who find it hard to wash hands independently, not being able to maintain high standards of handwashing	Each teacher needs to identify these children in their group. The teacher (or other adult in the room) must ensure a timetable for regular handwashing is followed with these individuals.
Risk of poor ventilation in classrooms	If a classroom has external doors, these may be propped open during the day, when safe to do so. Windows should be left open at all times.

4. Minimising contact and mixing

Risk	Actions to mitigate risks
The risk of spreading the virus because of class size and close interaction with the children, especially in Nursery, Reception and Year 1	<p>Class sizes limited to a maximum of 11. To achieve this:</p> <ul style="list-style-type: none"> - Nursery, Reception and Year 1 will have a staggered arrival and pick up time and a shorter school day - The critical worker will also be placed with groups of no more than 11 and will only use a set classroom all day - The groups will not mix with other groups during the day, and the adults working with each group will need to rotate to cover lunch and break times. - We will minimise any other adults entering each classroom, but there may be times this is unavoidable, for example to assist in a medical emergency or to support with an incident. - Adults will minimise mixing with each other, even before and after the school day. - We recognise that Nursery, Reception and Year 1 children will have difficulty in adhering to social distancing and will want to share equipment. Wherever possible, the curriculum will be designed to encourage children to learn individually. Where learning is best achieved with others, children will wash hands before and after these sessions. Where this is not possible, any shared equipment/surfaces/areas will be cleaned more often than normal. - Children who attend individual music lessons will do so in the Music room, which will be wiped down between sessions. The children will be supervised washing hands before returning to their group. - There may be some children who need to leave the group classroom due to their behavioural needs. The Year 1 room will be used as a quiet space for these children. The room will be cleaned each time after use.
Joe Wick's activity time	<p>US pupils will complete this in the DHH LS pupils will complete this in the FOSM room</p>
The risk of children getting too close outside and cross-contamination of play equipment	<p>Social distancing will be reinforced throughout break times. Each group will be outside at different times during the day. Each group will be allocated a set amount of play equipment, which no other group can play with. This will be kept inside the classroom. Climbing frames and the swings will be out of bounds</p>
The risk of moving around the school	<p>Children will line up and move around the school separated at a distance more than normal. There should not be the need for lots of movement around the school:</p> <ul style="list-style-type: none"> - Nursery will enter and exit the building at the start and end of each day via the side entrance (nearest the DHH) - Rec./Y1 will enter and exit the building at the start and end of each day via the side entrance (nearest the Boys' changing room) - LS Key worker children will enter and exit the building at the start and end of each day via the Main entrance. - LS Staff will determine entrances and exits for break and lunchtimes based on the areas to be used. - US pupils will be directed to the Barn via the Science Block

	<p>If two groups/individuals were to meet one group would divert or wait for the other group to pass. In the worst case scenario (eg during a fire alarm), the Government advice is that: 'while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk'.</p>
Risk of changing the usual fire alarm protocol	<p>In the case of a fire alarm, pupils are now to congregate on the tennis courts in designated spaces marked.</p> <p>A fire practice will take place on the first day of return.</p>
Risk of mixing at lunchtimes and snack times.	<p>To reduce the risk of cross contamination, parents are to provide packed lunches and (named) water bottles which are to go home and be cleaned each day</p> <p>Lunches will be served in the classrooms or outside with suitable spacing reinforced.</p> <p>Pupils are not to share food.</p> <p>FSM is strictly a nut free school</p>
Risk of mixing of children from different groups when accessing toilets.	<p>Nursery/Rec./Y1 groups will use the Nursery toilets</p> <p>Remaining LS pupils will use the toilets nearest the playground exit.</p> <p>US pupils will use the toilets in the Barn. – only one pupil should be in a toilet at a time.</p> <p>Staff are to be mindful of not sending children to the toilets at the same time</p> <p>At break and lunchtimes, staff should supervise in the corridor to ensure social distancing etiquette is maintained.</p>
Large group gatherings	<p>Gatherings such as assemblies will not take place until further notice.</p>
Risk of not being able to socially distance in the Staff Room and other communal areas.	<p>There should be no more than 3 members of staff in a room at any one time, with the optimum number being 2.</p> <p>Staff should ensure workstations permit social distancing. Staff should clean their workstations regularly throughout the day.</p> <p>The office door will remain closed and will generally be out of bounds to other staff. With the exception of SLT (or other directed staff), non-office staff should not enter the office without first seeking permission from office staff.</p> <p>Office staff should retain their 2m distance when speaking to visitors, enough to be able to communicate effectively. Outside the dropping off and picking up times, office staff are responsible for controlling the access of visitors to the site, through the intercom system. Only pre-arranged and essential visitors will be allowed.</p>
Risk of not being able to socially distance in the Staff Room and other communal areas.	<p>There should be no more than 3 members of staff in a room at any one time, with the optimum number being 2.</p> <p>Staff should ensure workstations permit social distancing. Staff should clean their workstations regularly throughout the day.</p>
Risk of not being able to socially distance in the School Office.	<p>There should be no more than 3 members of staff in a room at any one time, with the optimum number being 2.</p> <p>The office door will remain closed and will generally be out of bounds to other staff. With the exception of SLT (or other directed staff), non-office staff should not enter the office without first seeking permission from office staff.</p> <p>Office staff should retain their 2m distance when speaking to visitors, enough to be able to communicate effectively. Outside the dropping off and picking up times, office staff are responsible for controlling the access of visitors to the site, through the intercom system. Only pre-arranged and essential visitors will be allowed.</p>

5. Minimising risk to parents

Risk	Actions to mitigate risks
Risk of overcrowding at the beginning and end of the school day	<p>There will be several systems in place to minimise parental contact:</p> <ol style="list-style-type: none">1. Only one parent should bring their child(ren) into school.2. Parents will be asked to drop off and pick up their children at staggered times.<ul style="list-style-type: none">- Parents of children in Year 7 & 8 will drop off between 08.45 and 09.00am and pick up at 5.30pm- Parents of children in Year 5 & 6 will drop off between 08.45 and 09.00am and pick up at 4.30pm- Parents of children in Year 2 – 4 will drop off between 08.45 and 09.00am and pick up at 3.30pm- Parents of children in Nursery, Reception and Year 1 will drop off between 9.45 and 10.00am and pick up at 3.00pm3. On arrival, parents should park in the DHH car park and follow social distancing guidelines of 2m away from others. A member of staff will be present at the gate to support social distancing and prevent children from leaving the playground.4. No parents will be permitted to enter the school building unless they have a pre-arranged appointment. If a parent needs to ask the office a question or pass on a message, they should do so by calling the office or emailing the school. Alternatively, parents can send a note in with their child.5. If a parent has a prearranged appointment in school, they should use the hand gel provided at the school entrance before and after entering school.6. We would kindly ask parents not to congregate and chat on the car parks as we wish to keep the drop offs and pick ups swift.

6. Suspected and confirmed cases of Covid-19

Risk	Actions to mitigate risks
<p>The risk of spreading the virus because of a confirmed case of Covid-19.</p> <p>Keeping parents informed.</p>	<ol style="list-style-type: none"> Where a child or adult in a group has been sent home with symptoms (high temperature or continuous cough), we will inform the parents of this group. The message will say: "Today we have sent a pupil, in your child's group, home with symptoms of Covid19. We have advised the parent to have their child tested. If the result is positive, the school will be informed, and we will let you know." The idea of this message is not to panic parents, simply to keep them informed. Where a child or staff member does test positive for Covid19 (having been tested using the local testing centre or equivalent), the parents must inform the school immediately and the rest of their group will be sent home and advised to self-isolate for 14 days. We will contact parents of children of this group as the infected child using this message: "A member of your child's group has tested positive for Covid19 and we need you to pick up your child immediately and keep them at home for 14 days. Please call if you will be delayed." (It is worth noting that the other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.) In the above scenario, we will also notify all other parents of all children in the school using this message (again, to keep parents fully informed): "For your information: A member of the school community has tested positive for Covid19. This child is NOT in your child's group." Government guidelines state: As part of the national test and trace programme (and by being informed by parents), if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. Nonetheless, the Headmaster in conjunction with the Governing Body may, at any time, make the decision to close the school in the wider interests of the whole school community's health and safety.

7. Mental Health and wellbeing of pupils and staff

Risk	Actions to mitigate risks
Risk of impact upon children's and staff members' mental health and wellbeing	Continued reinforcement of signposting to both internal and external support networks Pupils in school part of Staff meeting 'Pupil of Concern' discussions Continued follow up with staff about their current situation Bereavement plan in place Opportunities made to discuss current situation and its impact at an age appropriate level

With the conditions caused by the pandemic, this risk assessment must be dynamic and reactive to change. We will review the risk assessment and its controls measures weekly or sooner if necessary.

This Risk Assessment will be communicated to all staff, who will be guided through its contents to ensure familiarity.

In addition, it will be made available to parents via the website.