

RISK MANAGEMENT ASSESSMENT FOR: Reopening Whole School following Coronavirus (COVID-19) Lockdown Response to Government Guidelines		
Establishment: Ibstone CE Primary School	Assessment written: Headteacher and Governing Body	Date: 02/09/2020
Benefit from this activity	The school is being asked to provide a safe learning environment for all children, whilst aiming to limit the risk of the spread of Coronavirus within the school community	
Who is at risk	Pupils, families of pupil, staff, families of staff, wider community	
Potential Hazard/Risk	Pupils could catch Coronavirus Pupils could spread Coronavirus to the members of their household and wider community Staff could catch Coronavirus Staff could spread Coronavirus to the members of their household and wider community	

Coronavirus – Covid-19 Symptoms

- High temperature – 37.8
- New continuous cough
- Loss of sense of smell or taste

	Government Recommendation	School Measures
<p>Effective infection protection and control</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have Coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p>	<p>Pupils and staff will not attend school if they or a household member has Coronavirus symptoms.</p> <p>All children will have their temperature checked on arrival to their classroom each morning. Staff will also be asked to take their temperature and will be sent home if they have a temperature. A temperature, in line with PHE & NHS 37.8</p> <p>Pupils to wash their hands on arrival, before and after break and lunch times and before going home. Where possible, this will be done in the classroom and the class toilets. Antibacterial soap will be provided in all classrooms and toilets.</p> <p>Each class has been given a cleaning kit and staff will be on regular cleaning duty, using disinfectant on all commonly touched surfaces around the school, including door handles, sinks, taps, soap dispensers and anti bac dispensers. Where appropriate, doors will be propped open to minimise touch points.</p> <p>Staff will instruct children to follow the ‘catch it, bin it, kill it’ approach. At the end of each day the classroom and toilets will be cleaned and disinfected. The bin bag will be knotted and disposed of.</p> <p>Drop Off Drop off and pick up times will be staggered, with all KS1 & KS2 children using Rolling Drop Off from 8.40am – 8.50am, if that window is missed, the parent and child will have to wait until all other pods have been dropped off. Children with exceptional circumstances will be allowed to enter the playground with their parents but will be given a designated place to stand.</p> <p>EYFS children may come on to the playground with their parent from 9am but must remain socially distanced until they are asked to line up.</p> <p>For those children attending Early Birds Breakfast Club, they will enter the school via the staff gate and will follow the EBBC guidelines: Parents will not enter the school site and should maintain a social distance from staff and other parents. On arrival, parents should ring the doorbell and wait for a member of staff. Staff member at the gate should wear a face covering/ visor and gloves at their discretion. Children to enter the hall via the side hall doors. Once they have put their belongings on their chair they should have their temp checked and wash their hands with soap and water.</p> <p>Parents who are arriving late or collecting their children early must telephone the school on 01491638281 to inform the school that they are outside. A member of staff will unlock the children’s gate and the child can then enter or leave the playground. Parents must not bring their child to the main reception door.</p> <p>Collection All parents will follow the one way system around the playground when picking up at the end of the school day. Only one parent should be present for pick up. No siblings to be brought to school unless they have to. If they are, they must hold their parents hand at all times. Pick up will adhere to the latest government guidance on social distancing (currently 2 metres where possible). At pick up, each parent will wait (socially distanced outside the school playground) as soon as the children are all on the playground, parents will be invited to come onto the playground and their children will be released to them. Once they have their child, parents will leave, one at a time through the playground gate and immediately exit school.</p> <p>Playtime / Lunch Each class pod will have a different break-time and a designated play area (either the field or the playground). Each pod will have their own classroom. Break times will be staggered, with 45 minutes for lunch. Children will eat lunch in their pod room or outside if weather permits and then proceed outside to play once their whole class is ready. Whilst outside, children will play with their class pod, in their designated areas – no social distancing is necessary, however, staff will remind the children not to hold onto each other or spend too long face to face in close proximity.</p> <p>Children will be asked to bring in a minimum of personal property which will be stored in and around their desk and chair</p> <p>No parents or non-essential visitors will enter the school buildings without a prior appointment.</p>

<p>Confirmed case of Covid 19 in school – engaging with Test and Trace</p>	<p>Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for Coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including 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 individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>	<p>The school will immediately contact the local health protection team in the event of a confirmed case of Covid 19. We will then follow all guidance issued to us.</p> <p>Class pods will not mix with one another, therefore there will be no close contact between children or staff from other pods.</p> <p>As children are not able to maintain social distancing within pods, we will judge all children within a class pod as being close contacts of one another.</p> <p>Staff are being asked to either socially distance from children where possible in order to reduce the risk of them contracting the virus. However, due to the need to support children in their learning, we will also judge the staff in the class pod as being close contacts of the children.</p> <p>The class pod will be deemed to be close contacts and will be sent home to self-isolate as per government guidance.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test result is positive, they should inform the school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed Coronavirus (COVID-19) infection’ • if the test result is negative, they should follow the current NHS advice (as advised by PHE on 10/09/20): <p>A negative result means the test did not find coronavirus.</p> <p>You do not need to self-isolate if your test is negative, as long as:</p> <ul style="list-style-type: none"> • everyone you live with who has symptoms tests negative • everyone in your support bubble who has symptoms tests negative • you were not told to self-isolate for 14 days by NHS Test and Trace – if you were, see what to do if you've been told you've been in contact with someone who has coronavirus • you feel well – if you feel unwell, stay at home until you’re feeling better <p>If you have diarrhoea or you’re being sick, stay at home until 48 hours after they’ve stopped.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where Coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with the local health protection team who will be able to advise if additional action is required.</p>
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<p>Personal protective equipment (PPE)</p>	<p>PPE is not required for staff.</p> <p>If a child, young person or other learner becomes unwell with symptoms of Coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>The school have purchased and will allow staff to wear a simple face visor or mask, and disposable gloves. This way, staff will be able to interact more closely with children. This is not compulsory and is at each member of staff's discretion.</p> <p>Children will return to wearing normal uniform and staff to normal work clothes. They do not need to be freshly cleaned for each day. On the days where they have PE or Forest School, they will come in to school wearing their PE kit or Forest School clothes.</p> <p>Staff will adhere to the Government recommendations. In the event of development of symptoms, the school will immediately isolate the pupil (with an adult to care for them wearing visor, gloves and an apron (full PPE)) in a well ventilated area (the decking) and telephone parents who will collect their child. Then the isolation area will be immediately disinfected and cleaned, the staff member will change all their clothing and wash their hands as per guidance. All parents will be informed of the incident and all children and staff will be able to be tested if they choose. To access testing parents will be able to use the 111 online Coronavirus service. The pupil in question should not return until they obtain a negative test result. If any of the test results are positive, then advice from Buckinghamshire Response team will be sought immediately.</p>
<p>Shielded and clinically vulnerable children and young people</p>	<p>We now know much more about Coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.</p> <p>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus (COVID-19)</p> <p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of Coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).</p>	<p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will be expected to attend school unless they have a letter from their GP that says otherwise. We will support their family in helping to reassure them of the safety in school and working with them to build trust and confidence.</p> <p>Children who have been classed as clinically vulnerable will be expected to attend school unless they have a letter from their GP that says otherwise. We will support their family in helping to reassure them of the safety in school and working with them to build trust and confidence.</p> <p>Where families are anxious, the Headteacher will discuss their concerns and provide reassurance of the measures that are being put into place to reduce the risk.</p>

<p>Shielded and clinically vulnerable adults</p>	<p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <p>Some people with particular characteristics may be at comparatively increased risk from Coronavirus (COVID-19). The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p>	<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will be expected to return to work as per the government guidance, unless they have a letter from the GP saying otherwise.</p> <p>Staff who have been classed as clinically vulnerable will be expected to return to work as per the government guidance, unless they have a letter from the GP saying otherwise.</p> <p>Where members of staff are anxious, the Headteacher will discuss their concerns and provide reassurance of the measures that are being put into place to reduce the risk.</p>
<p>Living with a shielded or clinically vulnerable person</p>	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	<p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance they will be expected to attend school unless they have a letter from their GP that says otherwise. We will support their family in helping to reassure them of the safety in school and working with them to build trust and confidence.</p>

<p>Class or group sizes</p>	<p>In guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with Coronavirus (COVID-19).</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p>	<p>The children will be in class pods which will be kept separate from one another.</p> <p>Children will not be expected to socially distance within their class pod, however, all efforts will be made to ensure that the children do not sit facing each other or spend prolonged periods playing face to face. Reception will return to using their classroom as normal – either on the carpet or at desks as appropriate. KS1 & KS2 children will be at desks which will, where possible, be arranged in rows facing the front. Class teachers will decide the best layout. KS1 children will have more opportunities to access outside provision during sessions.</p> <p>We will ensure pupils avoid contact with anyone with symptoms through immediately isolating as previously stated.</p> <p>We will follow good hand-washing and hygiene practises as previously stated.</p> <p>Minimal contact will be achieved through ensuring class pods do not mix, use the same internal areas, share resources or come into contact with each other, through putting in place the precautions previously stated.</p> <p>Staff will be encouraged to socially distance where possible and may use PPE to support them in this process.</p> <p>Each class pod has been allocated a set of toilets to use.</p> <p>Where appropriate, some staff may work across class pods for the delivery of interventions. Where this happens, they will be asked to socially distance.</p>
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<p>Measures within the classroom</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>	<p>All staff will be asked to socially distance from children and other adults. This may include using PPE in line with government guidance on distancing.</p> <p>Children will not be asked to socially distance from one another within their class pod, although they may if they wish to.</p> <p>In KS1 & KS2, the children will sit at desks facing forwards where space allows it.</p> <p>Collective Worship will not take place in school and will instead be delivered via pre-recorded videos or Zoom.</p> <p>Break time and lunchtime will be staggered, with each class pods being outside one at a time.</p> <p>Lunches will all be packed lunches (including school meals) and will be eaten in the classroom or outside on picnic blankets.</p> <p>The walkie talkie system will be used to ensure that pods do not mix.</p> <p>The staffroom is closed to all staff. Staff have been provided with equipment for their classroom / building or have been given a designated kitchen space. Staff have also been designated toilets to reduce the number of people using the same toilet.</p> <p>All external teachers/ coaches (music, PE coaches etc) will be asked to socially distance from the children and adults in school and minimise their time in the school building.</p> <p>We will not admit any non-essential visitors to the school site.</p> <p>Any parent meetings will be conducted via Zoom or telephone.</p>
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<p>Sharing of resources</p>	<p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of Coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>Children will bring their own pencil cases to school which will not be shared. In Reception and Year 1/2, children will be provided with pencils cases which will be kept in school and not shared between other children. All classroom resources, such as books and manipulatives, will be allowed to be used again, but must only be shared within the pod and must be cleaned in between uses.</p> <p>Each class will have their own set of playground equipment which will be stored in their classroom.</p> <p>PE or art equipment that may be shared between pods will be cleaned after use.</p> <p>Children will be limited to bringing into school: a bag with a pencil case; lunch box, water bottle and a coat or hat as necessary. Bags and coats will be hung on the back of their chairs and lunch boxes stored under their chairs/tables.</p> <p>Children using Breakfast Club and Kites Club will be provided with their own set of resources to use at their table during club sessions. The children will have designated seats and all of their belongings must be kept with them.</p> <p>Any shared resources/ toys will be cleaned and/ or rested for 72 hours between uses.</p> <p>Reading books will be sent home at the beginning of the week and will be returned to school on a Friday, they will need to be rested for 72hours before being returned to the reading scheme.</p> <p>Spelling folders and other books/ resources that are sent home should only be handled by the child and should not be handed in.</p> <p>Contact books should only be handled when there is a need to respond to a message or to send an important message home.</p>
<p>Implementing protective measures – Planning & Organising</p>	<p>Ensure that all health and safety compliance checks have been undertaken before opening.</p> <p>Parents cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to aid ventilation</p>	<p>The Headteacher and a Governor will undertake regular Health and Safety audits of the school and carry out any necessary actions needed.</p> <p>Parents have been sent clear guidance as to the dropping off and collection protocol and they will adhere to the measures set out in this.</p> <p>Doors and windows will remain open to lessen the need to touch them and to aid ventilation.</p>

Testing for Covid-19

The Department for Education have indicated that children and their households can be tested should they show symptoms. Information on how to do this can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

No children who have shown symptoms will be allowed to return to school until they have a negative Covid-19 test.