



Risk Assessment

By: Nicky Haslam-Davis
Headteacher

**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 1 of 25

Title	Full reopening of school – September 2020	Location Description	winpool		
Author	N Haslam-Davis	RA Reference	Full reopening of school – September 2020	Date RA Generated	From 2/7/20 - 16/7/20
Job Title	Headteacher	Revision		Date RA Revised	
DESCRIPTION OF AREA/ACTIVITY				People Affected by the Work	
<p>This is Giffards Primary school response to risk assessing the full reopening from September 3rd 2020. It follows the guidance as set out by Government The guidance can be read in full here: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Rational: School employers and leaders are required by law to think about the risks the staff, pupils and young people face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely.</p> <p>Giffards Primary School has undertaken a coronavirus (COVID-19) risk assessment by considering the measures in the guidance above to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that – this includes all staff/pupils/parents and visitors to site. As per the legal duty of Employers to consult their employees on health and safety in good time. This document has been shared with and had input from all staff and pupils who were attending school from June 1st – July 22nd. This risk assessment will be reviewed before opening and thereafter periodically – due to the rapidly changing circumstances around COVID-19 and will ensure all local and national guidance is taken into account.</p> <p>The government have asked schools to prepare for all pupils to return full time from the start of the autumn term. Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and • minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>Communication - shared with teaching staff: 22/7/20 to be revisited on 2/9/20. Support staff via email during school break and on 3/9/20</p>				Operatives	✓
				Members of Public	✓
				Site Visitors	✓
				Young Persons	✓
				Other Workers	✓



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Coronavirus (COVID-19) specific
Full reopening of school – September 2020

Date: 16/7/2020

Page 2 of 25

No	Hazard	Risk	Without Controls			Control Measures to Reduce the Risks	With Controls		
			P	S	R		P	S	R
1	The buildings and Facilities will not meet H&S requirements	<p>Due to partial none use during covid-19 closure the buildings and facilities will pose a H&S risk to staff/pupils/wider community</p> <p>Infection may spread within school without effective cleaning and hygiene measures in place</p>	4	5	20	<p>Measures to ensure the buildings and facilities are compliant and meet H&S requirements</p> <p>The caretaker has been working throughout the partial closure and phased reopening. The whole school will receive a deep clean during the summer break All regular tests/fire alarms/water testing has been continually maintained throughout. The school will follow the Guidance for full opening of schools published 2nd July 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools All premises and utilities have been health and safety checked and the building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing due to be fully completed by end of the summer break. • Fridges and freezers • Boiler/ heating servicing • Internet services • H&S advisor has been supporting with reopening plans • Insurance covers reopening arrangements <p>Measures to ensure safe fire evacuation</p> <p>Fire alarm checks to continue weekly. All other fire equip checks will continue as per statutory requirements. In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible</p> <p>Fire evacuation procedures to return to normal from Sep 2020. Staff to familiarise themselves with routes/assembly points for room they are moving to. Children appraised of this and walked through the routes and procedures as part of return to school. Full fire drill to be carried out by Oct half term</p> <p>Effective cleaning and hygiene</p> <p>Soap and water is available in every toilet. Hand sanitiser/tissues to be in all classes and around school Hand sanitiser stations, to be available as children enter school and admin area/and all entrances to the buildings School has purchased enough stock for replenishment Lidded bins have replaced open topped bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste. They will be double bagging and emptied 2 x daily by premises staff. Disposal guidance (72 hrs) will be followed Hygiene posters for 'catch it, bin it, kill it' in each classroom and washing hands around school and in toilets.</p>	1	5	5



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Coronavirus (COVID-19) specific
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Date: 16/7/2020

Page 3 of 25

2	Availability of staff to ensure adequate staffing levels	Not enough staff available to ensure adequate levels of cover	4	4	16	<p>Ensuring staff previously identified as clinically extremely vulnerable and in receipt of a Gov letter are supported in their return to work Giffards will ensure all information about protective measures is shared and understood prior to returning to work. – this includes all staff returning to work who are in the extremely clinically vulnerable or clinically vulnerable groups. The school has followed the Government guidance which states - Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect staff to attend school. The measures in place in this RA are as per government guidance which will mitigate the transmission of the infection, We advise those in the most at risk categories to take particular care while community transmission rates continue to fall. 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 1st August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Individual risk assessment to be completed for all staff deemed vulnerable/BAME</p> <p>Staff who are pregnant Giffards Primary School will discuss any concerns and explain the measures the school is putting in place to reduce risks. A personalised RA will be completed identifying any additional measures to be put in place</p> <p>Availability of staff in the event of staff shortages - Staff deployment <i>Due to the potential of some staff being asked to self-isolate following test and trace or if showing symptoms the following measures will be used to ensure adequate cover and ensure the education and attendance of pupils is unaffected.</i> Following the government guidance that schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly we will use a series of measures to cover classes Existing part time staff who may be available for supply cover – where funding allows after 5 day absence/ redeployment of SEND teacher/ redeployment of PPA teachers/ redeployment DHT and AHT if available/LSAs. In all cases the best option will be discussed and agreed with individuals.</p> <p>3. Deploying support staff for SEND pupils and accommodating visiting specialists Giffards Primary School in line with government guidance will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. Support staff will be used to add capacity to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). Redeployments will not be at the expense of supporting pupils with SEND. All staff will have the appropriate skills, expertise and experience to carry out the work</p> <p>Staff needing to quarantine following a holiday As staff will need to be available to work in school from the start of the autumn term HR advice has been followed to inform planning for the autumn term. Following HR advice all staff have been sent a letter (3/7/20) explaining the procedures and asked to share holiday plans before the end of the summer term 2020. Where staff can evidence a holiday was booked before June 8th 2020</p>	2	4	8
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**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 4 of 25

for which a cost would be incurred if cancelled, staff will be paid if quarantine is required. Holidays booked afterwards are discouraged and staff will be unpaid.

Travel to work

All staff are advised to travel to work by walking/car/cycling. Staff advised against using public transport and car sharing – unless in same family. Staff to inform school if public transport is required- a risk assessment will be completed



Risk Assessment

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Coronavirus (COVID-19) specific
Full reopening of school – September 2020

Date: 16/7/2020

Page 5 of 25

3	Spread of Covid-19 from persons infected with or who have been in contact with the virus	Pupils/visitors with the infection spread covid-19 through the school	5	5	25	<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>1. Pupils/parents/visitors Parents will be required to ensure no pupil attends school or parent/pupil enters the premises if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. This will be communicated via groupcall/on website/signage around premises</p> <p>2. Whilst at school - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. No pupil/member of their family will be re-admitted for the 7/14 days unless we receive a negative test result in the name of that child. See section 4 for in school procedures for dealing with suspected coronavirus cases</p> <p>3. Engage with the NHS Test and Trace process and Public Health England health protection team Giffards will follow the NHS Test and Trace process, engage with PHE protection team (named contact are SB/NHD) and ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit Staff/parents/visitors will be asked to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. Giffards will ask parents and staff to inform them immediately of the results of a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days, in the case of pupils this is likely to mean the pupil will also need to remain off for 14 days as a parent will not be able to bring them to school</p>	2	5	10
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4	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Covid-19 infection spreads throughout school/comm unity</p>	5	5	<p>The School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The following actions will be followed</p> <ol style="list-style-type: none"> 1.The School will contact the local health protection team – Mrs S Bryant/Mrs N Haslam-Davis are the named contacts. 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. 2. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. 3. The health protection team will work with school to guide them through the actions they need to take. 4. The school will follow the advice from the health protection team, it is likely this will include sending 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: <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) – see section 5 for how to minimise this • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual- see section 5 for how to minimise this • travelling in a small vehicle, like a car, with an infected person – to reduce this risk, there will be no travelling in a small vehicle/ all events are cancelled/school will no longer be able to deliver work if travel by car for more than 1 person is needed. Staff are asked not to share a vehicle with anyone outside of their own family. 5. The health protection team will provide definitive advice on who must be sent home. 6. To ensure staff are supported through measures to minimise contact the school will take the following measures (see section 5 also) <ul style="list-style-type: none"> • Keep all face to face contact – such as direct class teaching/ working with a group or 1:1 at a minimum of a 2M distance. (Staff are asked to jot down (record) where this may have been less) • Where staff need to move between groups to ensure the school carried out its full curriculum offer – the distance between staff member and pupils is to be no less than 2M • Group work/interventions with LSAs should be at a 2M distance • Where there is a need for proximity contact – e.g first aid/ comforting a child/1:1 work that has been within 2M, this should be for less than a 15 minute duration (Staff are asked to jot down (record) where this may have been for a longer duration) 7. Following a confirmed case of Covid-19, the school will send out a letter to parents and staff . The School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. 8. In line with Government guidance, the school will advise that 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 	2	5	10
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Risk Assessment

Coronavirus (COVID-19) specific
Full reopening of school – September 2020

By: Nicky Haslam-Davis
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Date: 16/7/2020

Page 7 of 25

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:

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 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’](#). Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).



4A	<p>Managing suspected cases of coronavirus (COVID-19) amongst the school community</p>	<p>Covid-19 infection spreads throughout school/community</p>	5	5	25	<p>NOTE: No pupils, staff and other adults must enter the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days.</p> <p>Measures to ensure anyone developing those symptoms during the school day is sent home The following are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. Any member of staff who suspects a child is showing symptoms must report this to the Class teacher, then to SLT. SLT/admin will contact parents to collect the pupil. Their temperature should be taken as a precaution Staff are to remain vigilant to anyone in the school becoming unwell with a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). In all cases pupils/staff must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>Any child who is displaying or saying they have symptoms Should have their temperature checked and this recorded Parents rung and asked to collect from KS1 admin entrance – do not move the child or parents through the school once the child has been isolated – staff to unlock KS1 gate and escort parents to the counselling room. There must be no admittance to the school building. The child should be moved by the LSA, if possible, to the counselling room in KS1 where they can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If that room is already in use, it is not possible to isolate them, move them to an area which is at least 2 metres away from other people (inclusion room/TH room). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned thoroughly after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. We will not be routinely checking temperatures of pupils - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	2	5	10
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5	The risk of infection spreading to large groups	Identification of who to isolate will be hard if staff/pupils have interaction between many people and move between large groups without distancing	5	5	25	<p>Measures to group children to minimise the spread of infection</p> <p>The children will remain in class groups of approximately 30 pupils for the majority of the time but be in year group bubbles. Exceptions to this are where SEN groupings are needed to as part of the schools resumption of our normal curriculum offer and ‘catch up’ plans. The bubbles will remain in the same room and play separately from the other year groups. See timetables for separate break/lunch/start/finish times</p> <p>Year groups will be kept apart from all other year groups as much as possible.</p> <p>For the purposes of PPA provision/setting/intervention work/SEN groupings, All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, staff should try and keep their distance from pupils and other staff as much as they can, ideally 2M from other adults.</p> <p>It is recognised 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. See separate EYFS RA</p> <p>There will be no Breakfast club initially, due to the mixing of year group bubbles/difficulties in receiving food deliveries/reallocation of staff who have been redeployed as cleaners. The school will look at ways to mitigate this in September and will review with an intention to try and start breakfast club from October</p> <p>Measures within the classroom</p> <p>Teachers/staff should reduce the amount of time they are in face to face to contact with children as this lowers the risk of transmission (see section 4). Adults should maintain 2M distance from each other, and from children. Teachers are to demark a space at the front of the class room from which they can teach. Where this is not possible, e.g when working 1:1 with a pupil they should avoid close face to face contact and minimise time spent within 1M of anyone – this is to be less than 15 mins.</p> <p>Children will be encouraged to maintain distance and not touch staff and their peers where possible.</p> <p>Class room desks in Years 1- 6 will be arranged so that pupils are seated side by side and facing forwards, rather than face to face or side on. This will mean removal of some areas of working such as reading areas. Desks should be arranged so teachers/LSAs can walk between pupils easily to check work. Children returning to school for the first time and those who are in greatest need of adult support should be seated towards the front to be easily seen/supported by staff.</p> <p>Children to have their own stationary packs for individual and frequently used equipment, such as pencils and pens. Water bottles must be brought in refilled and kept on desks, no use of water coolers.</p> <p>Staff will have their own items that are not shared.</p> <p>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 .</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between year group 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>Children will eat lunch in their classrooms as we are unable to clean dining tables between use.</p> <p>On PE days children are to come to school in a suitable tracksuit + trainers with shorts and T-shirt underneath (see separate PE RA)</p> <p>Draw string bags only to be bought to school.</p> <p>Homework will be completed on line where possible to familiarise the children with the online learning platforms and minimise the risk of infection being bought in on items</p>	2	5	10
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6	The risk of infection spreading between groups of children and staff	<p>1. Infection spreads and cannot be traced or contained</p> <p>2. movement around areas in school where it is hard to socially distance</p> <p>3. Ensuring pupils do not spread infection through close proximity to each other such as at break/lunch times</p> <p>4. Ensuring staff do not spread infection through close proximity to each other such as at break/lunch</p>	5	5	2 5	<p>1. To minimise the spread of Infection and be able to trace it should there be an outbreak</p> <p>Regular handwashing and use of hand sanitiser. <i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Giffards will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Where there is no running water - Hand sanitiser stations will be available to include - all entrance points to school/ at points where children leave the playground/ in classrooms/ICT room/outside all toilets/admin area/by all appliances used and doorways that are touched.</i></p> <p>The school has good supplies of soap/paper towels/hand sanitiser/antibacterial wipes and will ensure we keep 1 months stock ready to use. LSAs/teaching staff will supervise the use of hand sanitiser to ensure there is no ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.</p> <p>Measures to reduce the spread of infection due to poor hygiene</p> <p>Toileting procedures</p> <p>Children to ask to go to toilet. Only 1 child at a time to use toilet. Children to use same facilities all the time including break/lunch. Duty staff member for each bubble to escort if outside. Class LSA to ensure hygiene measures are followed</p> <p>Soap and water available in each toilet/signage up in all areas to remind</p> <p>Toilets cleaned mid-way through day.</p> <p>Hygiene and infection control measures in classrooms</p> <p>Children to wash hands/sanitise hands regularly – always on entering school/after break/before and after eating/ ICT room/before after using PE equipment. Children to be taught/reminded not to touch their face. Lidded bins to replace open bins. All waste double bagged and removed 2 x daily</p> <p>Classes cleaned after lunch – see cleaning protocol+ TT</p> <p>Class hygiene packs in all rooms – (gloves/anti bac spray/cloths/tissues) checked daily and replenished. PPE grab bags available in each class and admin area</p> <p>Doors/windows to be propped open to allow for fresh air circulating and minimise touching of handles.</p> <p>No use of aircon system in ICT room – this has signage to say do not use</p> <p>2.Measures to minimize movement around areas in school where it is hard to socially distance. Children will remain largely in class, in Years 1-6 seated at their desks.</p> <p>Children will not independently move around the school e.g to the admin area/library/ICT room.</p> <p>3.Measures to ensure pupils do not spread infection through close proximity to each other such as at break/lunch times.</p> <p>There will be no assemblies or use of the dining hall at lunch time, we are unable to socially distance the children at these times or clean between use by different bubbles.</p> <p>Music lessons (see separate RA) will be in the children’s classroom/some use of music room with enhanced cleaning between bubbles.</p> <p>Staggered start and finish times will minimise congestion at the gates.</p> <p>Staggered break and lunch times are in place to keep children socially distant from other bubbles. A member of staff will escort pupils to the toilet/ first aid if needed.</p> <p>4.Measures to ensure staff do not spread infection through close proximity to each other such as at break/lunch. Staff from the same class and year group bubbles are to be timetabled together where possible. Staff</p>	2	5	10
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Coronavirus (COVID-19) specific
Full reopening of school – September 2020

Date: 16/7/2020

Page 11 of 25

						from different bubbles must remain at least 2m apart Staff breaks will be timetable to avoid congestion. An additional staff room will be created in KS1 to allow staff to spread out. Staff should use the same seat/workspace where possible. Staff meetings, where not done remotely via email will be in the large KS2 hall for the minimum time needed to share/discuss information			
7	Congestion amongst staff/parents/pupils at entry to and exit from school	Adults/ pupils spread infection through close proximity to each other such	4	5	20	<p>Measures in place to ensure parents/pupils do not congregate at entrance/exits to school</p> <p>School will adopt staggered start and finish times to keep groups apart as they arrive and leave school – as per timetable and letters to parents. Note this will not reduce the amount of overall teaching time.</p> <p>Signage in place to ensure 2m social distancing when arriving and leaving and clarity around one way system, entry and exit points.</p> <p>Staff to supervise at start and end of the day – staff will be on duty to supervise</p> <p>One way system in KS1. Due to narrow pathway by KS1 playground - back gate to be closed indefinitely</p> <p>Signage in place advising parents that no one showing symptoms of covid-19 are to enter the premises</p>	1	5	5
8	Reintegration of those pupils who have not attended school during the partial closure/partial reopening phase	Pupils are anxious about returning and don't understand the systems to themselves and others safe	4	3	12	<p>RA to be completed to identify pupils who may need support</p> <p>Pupils identified as needing additional support with reintegration to have an individual RA. 1:1 Meetings arranged as a transitional reintroduction prior to the end of the summer term/start of new term. Phased reintegration to be arranged where this is deemed necessary</p> <p>Child friendly guide to returning to school sent to pupils with photos to support in understanding changes</p> <p>Letters sent home re new teachers - transition letter uploaded to Purple Mash from each new teacher – with transition work for each pupil to complete</p> <p>Pupils to return to school on Thursday 3rd September to existing teacher and spend the day in usual room to support pupils in reintegration and reduce anxiety.</p> <p>New teachers to pop in and introduce themselves.</p> <p>Pupils to be walked through any changes and current teacher to follow return to school guides and address any concerns</p> <p>Years 2 -6 (in September) to move to new teachers/rooms on Friday 4th</p> <p>Previously EYFS, who will be Year1 from September – to have extended reintegration due to age. Staggered introduction to Year 1 planned over a week. Move to new teacher on Wednesday 9th September</p>	2	3	6



9	Lack of Social distancing on playgrounds/field for children and adults leading to spread of infection between and across group bubbles	<p>1. Children not adhering to social distancing rule and posing a risk to their own group bubble</p> <p>2. Children in different year group bubbles mixing and spreading infection across groups</p> <p>3. Infection is spread through use of equipment/resources</p>	5	5	25	<p>1. Measures to ensure Children adhere to social distancing rule and don't pose a risk to their own group bubble</p> <p>Staff on duty to line children up apart before moving to/from playground Games/activities to be developed that focus on exercising apart to keep children entertained and physically active – this will also compensate for loss of some PE time Signage/distance markers used to support pupils/staff in understanding what distancing looks like Behavior protocol in place to clarify new guidance Sanctions in place/shared for deliberately breaking rules</p> <p>2. Measures to ensure Children in different group bubbles don't mix and spread infection across groups</p> <p>Lunch to be eaten in classrooms to avoid congestion/queuing in dining halls/corridors. Tables to be cleaned before and after use – hygiene packs are in all rooms Rubbish to be disposed of by cleaners Bubble staff – to supervise break times 3 staff on duty for 2 classes/ 4 staff for 3 classes to support with any first aid/toileting needs</p> <p>Only 1 year group to be outside on the playground/any shared space at a time All start and finish times and breaks to be staggered so no groups of pupils/adults from other year groups are entering/exiting/sharing a space at the same time. This includes corridors/halls/ICT room No other year groups to use the same play space/hall space at the same time. At KS1 and KS2 each playground to be split in half/thirds (where needed – e.g. Year 5) and each group of children to be allocated a zone – see TT. A 2m wide corridor to be created as a walkway to and around each playground. Staff to remain distanced from pupils unless needed to support One way system in place – keep left, so the next bubble can arrive as one leaves without close proximity to each other</p> <p>3. Measures to ensure infection is not spread through use of equipment/resources</p> <p>Outdoor playground equipment such as trim tails/spider climber/tyre bounce – can be used again by a limited amount of pupils at a time to allow for distancing – see playground TT. This equipment must be frequently cleaned Equipment allocated per year group bubble that can be safely used by individual pupils and sanitized after use. Equipment must be cleaned before using again. At least 2 staff on duty for each bubble group during break time PLS NOTE: Children should go to toilet before break and if toilets are needed during break – children to use class toilets escorted by 2nd adult on duty – only 1 at a time</p>	2	5	10
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10	Spread of infection within wider school due to contamination of surfaces/resources	Infection is spread through contaminated surfaces/resources	5	5	25	<p>1.Measures to reduce/minimise the Spread of infection in workspaces shared by more than 1 adult Admin area/procedures : main door to admin area to be shut (stable door top left open). Admittance to admin only. Other staff to avoid using the admin area. If admin staff are needed, stand by closed door and knock. A 2m line to be in place on floor by the door. Communications to be sent via email/groupcall to avoid spread of infection by touching paper.SB to work from cosy office. Screens erected on admin desks to minimise risks of cross infection of admin staff. Policy to be amended - teachers to be allowed to use own mobile phone to contact office to avoid congestion and staff mixing Staff rest areas/staff room: separate staff room set up in spare classroom in KS1 for KS1 staff. KS2 staff to use main staff room. Staff to keep to TT to avoid congestion and compromising safety, staff to remain away from others to keep group bubbles infection free, 2M distancing to be observed at all times. Signing in/out – to be in each location staff use. Own pen to be used Staff must sign in and out for fire safety reasons Infection control of shared equipment: such as phones/ copiers/ fridges/ microwaves/ kettles/laminators etc. Cleaning/anti bac wipes and spray to be placed by all shared equipment - Staff to wipe before and after use. Any lists needed by staff - to be in plastic wallets – these are to be cleaned before and after use. Staff to minimise taking home resources. Marking can be resumed and taken home but stringent handwashing and not touching face applies after touching books. Anything bought in must be disinfected 2.Reducing the Spread of infection in corridors/shared spaces: Clear signage in place around school/including corridors/toilets/staff rest rooms. No use of corridor to KS2 admin/library by pupils unless with an adult. Library to be used but staffed to ensure books are cleaned before returning to shelves (quarantined for 72 hours first). External doors to annex/ downstairs KS2 classrooms/Year 1 and 2 to be used for entry and exit. Use of corridors to be limited to use of ICT room in KS2 and use of halls as thoroughfare to/from playgrounds in KS1 3.Reducing the Spread of infection in ICT room: Cleaning/anti bac wipes and spray to be used on keyboards/mouse/headphones/chairs after/before all use. LSAs to ensure this happens. No use of aircon system. 6. Reducing the Spread of infection in library: In EYFS and KS1 – staff to support pupils in changing books daily as previously – all returned books to be ‘quarantined for 72 hours then wiped before returning to the book boxes, staff to develop TT to ensure no mixing of bubbles In KS2 – pupils to use library with LSA assistance as part of ICT time – to minimise movement. More than 1 book can be logged out to support this. Other times must be prearranged. Satellite library areas set up outside Year 3 and 4 rooms with books that cover the reading bands – LSAs to support in changing books. Returned books to be quarantined for 72 hours minimum before being cleaned and returned to the shelves 5.Reducing the Spread of infection through contaminated surfaces: Cleaning/ anti bac wipes and spray to be available in all classes/areas, to be used regularly to keep surfaces clean. Any resources that are shared to be cleaned after use. Staff to supervise use of library/reading books – when returned they remain decommissioned for 72 hours between use and cleaned before returning to shelves. Cleaners will clean all common area surfaces 2 x daily 6. Spread of infection from visitors to site: No admittance into admin area for parents unless by prior appointment – calls/emails to be made. Parents can buzz from pedestrian gate, admin will make a judgement call whether to allow entrance. Main glass partition in main reception to be closed at all times. Parent bringing in a lunch box etc. item is to be placed in a box at the school gate. All visitors/services allowed on site to be given strict guidance on protocols by admin team; see protocol to be signed. All visitors to antibac before entry and at exit.</p>	2	5	10
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Risk Assessment

By: Nicky Haslam-Davis
Headteacher

**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 14 of 25

11	Spread of infection within wider school space such as corridors/shared areas/library/dining halls due to lack of social distancing/contamination of surfaces/resources	Infection is spread due to lack of distancing	4	5	20	<p>Due to risk of congestion and lack of cleaning capacity between use there will be</p> <p>No whole school assemblies (class bubbles only or year group bubbles where the classes remain at least 2M apart) classes are encouraged to hold class assemblies with a focus on PSHE/ celebration assemblies to be held in classrooms on a Friday</p> <p>No use of the dining halls for school lunches – lunches to be eaten in classrooms</p> <p>LSAs to collect grab bags from the tables set up by the servery</p> <p>Supervised use of the library and ICT room only – see TT to ensure rooms are free. Library to be used by each class when timetabled for ICT to ensure it is free. All ICT equipment and library furniture/computer/scanner to be cleaned after use. Hygiene packs are in place. Age appropriate reading books to be relocated near to classrooms to avoid library use.</p> <p>All lunch clubs including ICT are suspended due to lack of capacity to staff or clean between use</p> <p>Staggered starts/finishes/breaks/lunch times to be strictly adhered to to avoid congestion/passing in corridors</p> <p>Pupils/staff using the stairs must check the stairwell is free before use. Play/lunch timetable to be adhered to – these have been created to avoid too much movement around schools</p> <p>Year 6 will not do jobs around school</p>	2	5	10
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Risk Assessment

By: Nicky Haslam-Davis
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**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 15 of 25

12	<p>Staff breaks</p> <p>Lack of social distancing and overcrowding in the staff room, lack of ability to remain 2M apart and the spread of infection through handling surfaces and with it a greater risk of infection</p>	<p>Infection is spread due to lack of distancing</p>	4	5	20	<p>The government guidance makes it clear that - groups should be kept apart, this includes staff Our approach to bubbles means groups should be kept apart and movement around the school site kept to a minimum. As children will be allocated staggered start/finish/break and lunch times, it is crucial all staff stick rigidly to the timetables to avoid bubbles meeting or breaks being delayed. The staggered start/finish and break/lunch time's and 2 x staff rooms - means staff do not routinely need to come into contact with each other – apart from in their immediate bubble or year group larger bubble. Staff should avoid unnecessary movement around the school - passing briefly in the corridor or playground is considered low risk. But one way and corridor systems need adhering to. Staff should not meet up or congregate at break/lunch times. A 2M distance must be maintained at all times.</p> <p>Lunch times In line with Government advice - Use of staff rooms should be minimised. A timetable is in place to ensure staff still have a break of a reasonable length during the day. If the staff rooms get busy, Staff are requested to limit accessing the staff room to 30 mins at lunch time– see TT to ensure this room doesn't become congested. Staff may return to class bases/class bays. 2m social distancing applies at all times</p> <p>First break To reduce numbers and allow for 2m social distancing a staffroom rota in place – staff must adhere strictly to the timings to avoid congestion. Staff allocated to bubbles should ensure during the break that all staff can get drink. Staff are to make 'in bubble' arrangements for ensuring this happens within the break time allocation. 3 staff members must be on duty on the playground at all times to ensure there is a spare member of staff in the event of a child needing the toilet/first aid needs.</p> <p>Protocols to be followed KS1 to use staff room in spare KS1 classroom – this is for PPA also. KS2 to use main staff room - entry through music room door (this must not be left open) Staff must wash/put away all crockery up themselves. Staff should stick to the same mug etc. All equipment used must be cleaned with disinfectant Staff must sit separately – at least 2m away from others. Staff should be seated 2M apart in class/ year group bubbles and avoid being close to all other year groups where possible. Teachers may remain in class to mark during lunch time – this is allowed but staff should not eat whilst marking. Strict handwashing rules must apply between marking (touching books) and then face/food. Antibac gel is available for in class use. No entry to kitchen from staff - any plates brought to rooms must be returned to the dining halls by the staff member – the cleaners are not tasked with washing these up A table is placed outside each of the kitchen serveries for these to be returned to.</p> <p>PPA To avoid congestion in the staff room – PPA must be spent elsewhere KS1 staff– to use KS1 spare classroom (KS1/EYFS groups to use separate bubble tables in dining hall for group work/interventions KS2 Staff – to use KS2 inclusion room. Do not use class bays as risk of cross infection due to others using</p>	2	5	10
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Risk Assessment

By: Nicky Haslam-Davis
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**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 16 of 25

13	Morning assembly Lack of social distancing and with it a greater risk of infection	Infection is spread due to lack of distancing	4	5	20	<p>There will be no whole school or key stage assemblies as we are unable to socially distance the children and keep bubbles separate.</p> <p>Staff may arrange year group assemblies – if needed but class bubbles must remain separated in the hall.</p> <p>Celebration assemblies are to be held in class bubbles – each hall can be used for year group bubbles. Staff are to arrange and print own weekly certificates to avoid admin movement around school.</p> <p>The weekly assembly focus (core values/5Rs etc) is to be shared with pupils on a Monday. Teachers to organise and self-manage photos and tweet.</p> <p>There is to be no admin involvement</p> <p>Teachers to have a list of who can't be on social media.</p>	2	5	10
14	Ensuring First Aid needs and illness on site are met without increasing the risk of spreading infection	Infection is spread due to lack of distancing or direct/close contact	4	5	20	<p>The school will follow Government guidance - <i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</i></p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p><i>Guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</i></p> <p>Administering pupil medication – forms available by contacting admin/or in pop up gazebo from 8.40- 9.15 am by main admin building.</p> <p>Parents to complete a form – as per normal. Admin will follow instructions on the form and administer medication at the classroom door. If required to be within 1M distance or close contact needed – admin staff to wear PPE.</p> <p>Parents are able to administer medication where needed or due to close contact – prior appointment to be made with admin who will admit parent through locked gates. Child will be brought to main admin area and returned to class.</p>	1	5	5
15	Pupil behavior- Risk of infection	Infection is spread due to lack of distancing or direct/close contact	3	5	15	<p>Class bays to be used if a child needs withdrawing from the main classroom</p> <p>TH to monitor and be available during breaks – as part of pastoral support.</p> <p>Any pupils with known patterns of misbehaviour, or who refuse to do as they are told by a member of staff should be sanctioned in line with behaviour appendix, exclusion may be used if pupils pose a greater risk to themselves and others.</p> <p>A member of SLT will be on site at all times and can be called.</p> <p>There will be a suspension of use of inclusion room/time out in other classes as this compromises 'group bubbles', SLT will liaise with parents over pupils who need additional behaviour support plans.</p> <p>Pupils who refuse to or are unable to stick to 2m social distancing – will be supported in understanding and following safety guidance</p> <p>Behavior policy has been updated with covid-19 appendix to reflect these changes VT. <i>Updated and circulated by VT</i></p>	2	5	10



Risk Assessment

By: Nicky Haslam-Davis
Headteacher

**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 17 of 25

16	Meeting pupils' emotional wellbeing	Pupils will be alarmed/frightened to return to school. Pupils will feel vulnerable to increased risk of infection Any changes to classrooms/staffing will unsettle them and affect mental health. Children's individual experiences during lockdown will affect them and possibly others if not addressed	4	3	12	<p>Giffards Primary School will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this – see attendance section RA completed on identified pupils - Pastoral team – TH/VT to support parents of pupils with significant risk factors who are concerned</p> <p>Pupil return to school guide with photos to be sent to all pupils prior to returning to provide written and visual information that sets out how things will be the same or different and help pupils to see what they can control. Children to come back to school to familiar surroundings/staff – for that reason pupils will return to same room/same teacher. Pupils will return on the first day will return initially to their original teacher. Welcome back to school work on first day back will include work on wellbeing and keeping safe so pupils understand the measures in place and what to do/who to go to if worried</p> <p>Create a sense of safety in school by providing structure, routine and enjoyable activities.</p> <p>Provide opportunities for pupils to talk to each other and with trusted adults about their experiences of lockdown. Support friendships and provide time and space for pupils to reconnect with each other and with school life. breaks will be timetabled for the health benefits and opportunities to exercise and ensure a whole year group can be outside together.</p> <p>We will listen to pupils and talk about coronavirus and related worries, we will use this as an opportunity to correct inaccurate information.</p> <p>The staff will act as role models to set an example of calmness, promoting routines and normality so pupils settle quickly</p> <p>Ensure academic needs are met but don't put too much academic pressure on pupils. The first entry back in to the curriculum will be centred around ensuring all children can have fun/ feel confident/ avoid any feelings of failure or being overwhelmed by academic work</p> <p>Children who struggling emotionally to be identified and therapeutic sessions with learning mentor/SENCO be arranged. Social distance measures must apply</p> <p>Children to be reassured that measures are in place to keep everyone safe. 'Ask it baskets' used to allow children to share concerns</p> <p>We will be flexible when applying behaviour policies so pupils who may need more time to adapt or have SEND needs are supported – these pupils will have clear risk assessments.</p> <p>Bereavement/loss resources to be identified and used as needed</p> <p>Families signposted to resources uploaded to twitter/groupcall/website</p>	2	3	6
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Risk Assessment

By: Nicky Haslam-Davis
Headteacher

**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 18 of 25

17	Meeting staff emotional wellbeing	Staff will be alarmed/reluctant to return to school. Staff will feel vulnerable to increased risk of infection. Any changes to classrooms/staffing may affect mental health. Staff's individual experiences during lockdown may affect them and possibly others if not addressed	4	3	12	<p>Staff Support measures As well as the measures already in place. The school will ensure Staff have opportunities to share views/concerns/input into the measures for the school reopening. All HR advice followed to ensure equitable working Staff/union rep to be fully involved in contributing to risk assessment control measures to ensure they understand what must be done and how these will protect staff/pupils/parents Staff summary of measures/RA circulated to all staff to enable them to carry out their roles safely. Fair allocation of work to ensure staff do not feel overwhelmed or unfairly treated through overwork. PPA/non-contact time reinstated for all staff to ensure workload is managed Fair allocation of break time/lunch cover to be arranged to give all staff in bubbles a break and to prepare lessons SLT available each day to support and advise. Support for own mental health can be accessed through school signposting – see admin/incl team Ensure staff environment supports safety and well-being. 2 x staff rooms set up to give a break space that is socially distanced and safe. Amend policies to support with behaviour and other changes Communicate changes and protective measures to staff and appraise them of changes as they occur Ensure staff meetings are held only as and when necessary and in a safe way that promotes social distancing</p>	2	3	6
18	Pupils/parents/staff/visitors are unaware of covid-19 procedures for reopening and therefore do not follow advice and the infection spreads	Risk of spreading infection to others	4	5	20	<p>No admittance into admin area for parents – calls/emails to be made. Pop up gazebo help desk set up from 8.40-9.15 daily to support parents with messages to teachers/forms/ school information Parents can buzz from pedestrian gate, admin will make a judgement call whether to allow entrance. Glass partition in main reception to be closed at all times. Parent bringing in a lunch box etc. these are to be placed in a box at the school gate. All visitors/services allowed on site to be given strict guidance on protocols by admin team – which must be signed. All visitors to antibac before entry.</p>	2	5	10



19	Capacity to meeting EYFS curriculum and childcare needs of pupils and keep pupils and staff safe	Exposure of pupils and staff to infection	4	5	20	<p>Specific EYFS actions in addition to other school measures</p> <p>Staggered start with a gentle increasing of time in school to ensure children settle well and have experience of being left then picked up by a parent. Plan in place to allow for a socially distance drop off – gaps in place between groups to ensure no congestion.</p> <p>EYFS to start school last to allow time for drop off and not cause congestion</p> <p>One way system for dropping off in class.</p> <p>Regular hand washing throughout the day with sanitiser and hand wash stations set up inside and outside. Children will be supervised in cleaning their hands before and after use</p> <p>The children will be supported in understanding the importance of regular hand washing, not touching each other or their face and mouth</p> <p>All plastic/hard resources will be cleaned daily – and in between use by groups of children where possible</p> <p>Soft resources will be rotated over a 7 day period so they are ‘quarantined’ between use.</p> <p>Fun activities will be used to engage the pupils in cleanliness – such as the car wash – to clean the bikes in between use.</p> <p>The children will still be able to have full access to the outside area –this is encouraged</p> <p>Children will still be able to interact with each other in a play based environment. We will encourage them to share and play together as this is how they learn best but will educate then in not touching each other and in washing their hands regularly to keep safe.</p> <p>Children will still sit on the carpet but we will increase the amount of tables in each room to help spread the children out more when using resources</p> <p>The staff will ensure all tables, chairs, surfaces and resources are cleaned regularly throughout the day. Each room will receive a full clean mid-way through the day when the children are outside playing</p> <p>Lunch will be eaten in classrooms – we will not be using the dining halls. The EYFS staff will supervise and support pupils.</p> <p>labelled water bottle – refilled daily at home to be stored in coloured trays so children can identify own bottle quickly without touching others</p> <p>staff to have clip on hand sanitisers – for ease of access and regular use</p> <p>dining hall tables used for interventions to give more space</p> <p>Due to time out of preschool settings, teachers will assess and address gaps in language, early reading and mathematics, ensuring children’s acquisition of phonic knowledge and vocabulary is a priority. Settings should follow updates to the EYFS disapplication guidance.</p> <p>All groups of children can be given equal opportunities for outdoor learning as part of continual provision and planned activities.</p>	2	5	10
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20	PE specific hazards	Exposure of pupils and staff to infection	4	5	20	<p>Physical activity in schools the following measures must be in place to ensure PE lessons follow up to date guidance and control the transmission of any infection</p> <ul style="list-style-type: none"> • Pupils will kept in consistent class bubbles for all lessons • Sports equipment will be thoroughly cleaned between each use by different individual groups, • All contact sports will be avoided. This includes but is not limited to football/hockey/rugby • All lessons must focus on individualized skill development to avoid any close contact • Lessons must ensure safety of pupils at all times – any activities that could cause accidents/slips/trips/falls are to be avoided as pupils requiring first aid creates a risk to infection contamination due to proximity of first aider. • Outdoor PE lessons will be prioritised where possible, and large indoor spaces (KS1 and KS2 hall spaces) used where it is not – such as in the event of bad weather, • The distance between pupils will be 2M where possible • Children will wash hands/antibac before and after all lessons, PE teacher is responsible for paying scrupulous attention to cleaning and hygiene. <p>Due to the way in which people breathe during exercise – any lessons indoors will focus on low impact activities that do not increase the breathing rate.</p> <ul style="list-style-type: none"> • The school will not at the moment be taking part in any External competitions/events due to using transport or having no control over the cleanliness of external venues <p>Extra curricular clubs/activities</p> <ul style="list-style-type: none"> • The School will not be offering extra curricular clubs at the moment – this is open to review and may be amended once we can ascertain how external clubs/coaches can operate within their wider protective measures. • There will be no before/after school clubs (this will be reviewed at the end of September) due to timetable demands/not using sports room due to cross infection of bubbles/contamination of equipment <p>Changing for PE</p> <ul style="list-style-type: none"> • Children to come dressed for PE on their allocated PE day – to alleviate the unnecessary need for changing in class and risk spreading infection. <p>Swimming As per government guidance - Outdoor and indoor swimming pools cannot open at this time. We will not be taking part in any swimming lessons for the Autumn term. This will be reviewed should guidance change. guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	2	5	10
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21	Music specific hazards	Exposure of pupils and staff to infection	4	5	20	<p>Musical activity in schools the following measures will be in place to ensure music lessons follow up to date guidance and control the transmission of any infection</p> <ul style="list-style-type: none"> • Pupils will kept in consistent class bubbles for all lessons • Music will be taught as PPA provision, in line with timetable for Autumn term 2020 • Additional regularly touched equipment to be purchased – e.g beaters • Music to be taught in each class room as well as music room to allow for cleaning between groups • Music equipment must be thoroughly cleaned between each use by different individual groups – this can be taken as between year groups and not class bubbles. But where possible, equipment should only be used by individuals and cleaned before next class within the timetable provided. Cleaning between year groups will be at the end of each day. Music room only to be used where resources/room can be cleaned thoroughly between bubbles . • Music provision will be only half the allocated PPA time for NW to take. In KS2 this will be French/MFL, subjects for other years to be agreed – this is part of the schools catch up plan. The full entitlement for each subject should still be taught • There must be no brass/wind instruments used – this includes recorders or any instruments where there is a transmission of fluid through air particles • The distance between the teacher and pupils will be 2M where possible, this must be factored into lesson planning • Children will wash hands/antibac before and after touching any equipment, music teacher is responsible for paying scrupulous attention to cleaning and hygiene. • Due to the way in which people breathe during singing – singing and shouting is not allowed indoors. Outdoor lessons are acceptable as long as pupils still maintain a social distance of 2M • No assemblies including singing/TTRS assemblies – this is seen as a mass gathering and is not allowed <p>For information - Dfe guidance states <i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly</i></p>	2	5	10
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22	Managing attendance	Negative impact on education due to absence	3	5	15	<p>Attendance expectations The school will follow the DfE guidance which states - In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • schools' responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>The school will work closely with families where attendance is an issue due to Covid-19 concerns – we will offer support and discuss ways in which we can improve attendance.</p> <p>Pupils who are shielding or self-isolating 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. You should note however that:</p> <ul style="list-style-type: none"> • 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) • 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. Read the current advice on shielding • 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 (see below). • 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 in September (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health. 	1	5	5
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Risk Assessment

By: Nicky Haslam-Davis
Headteacher

**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 23 of 25

					At Giffards - where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will immediately offer access to remote education, there is an expectation that pupils will engage fully with this - the School/class teacher will monitor engagement with this activity. Where children do not attend school as parents are following clinical and/or public health advice, absence will not be penalised.				
23	ITT trainees	Negative impact on recruitment and succession planning	4	5	20	Giffards Primary will still host ITT trainees. We will follow the relevant training providers own risk assessment for trainees including using remote support/filming lesson observations/on line training/uploading of work and evidence. School and class mentors will engage in remote training with ITT providers to keep abreast of training needs. All ITT trainees will be inducted and expected to follow our specific RA	2	5	10
24	Educational visits	Exposure of pupils and staff to infection	4	5	20	<p>Educational visits</p> <p>The school will follow DfE guidance on overnight visits which states</p> <p><i>We continue to advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</i></p> <ul style="list-style-type: none"> • We will not be taking part in any residential trips/visits – the Year 6 Isle of Wight visit has been cancelled, this also includes the Year 6 Activity Week – due to the transport required and pupils being in close proximity within a confined space as well as uncertainty around the control of infection in vehicles • The school will not currently be taking part in any trips or visits either as part of the educational content or for sporting events that require transport. • The school will not be resuming swimming lessons. • Any trips that are within walking distance will be considered after a full risk assessment has been carried out 	1	5	5
25	School uniform	Exposure of pupils and staff to infection	4	5	20	<p>School uniform</p> <ul style="list-style-type: none"> • From September 2020 we will recommence wearing school uniform, with the exception of ties (due to young children sucking/chewing them and the risk this poses to the spread of infection) • Parents will be encouraged to ensure uniforms is cleaned regularly • Pupils will be expected to come to school in full PE kit (T-shirt/shorts/trainers and tracksuit) on the day of their PE lesson with Mr Miller. To avoid unnecessary changing and to ensure clothing is cleaned – therefore preventing the spread of infection. 	2	5	10



26	Contingency planning for outbreaks	Negative impact on educational progress and outcomes due to loss of learning	4	3	12	<p>Contingency planning for outbreaks</p> <p>Process in the event of local outbreaks</p> <p><i>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and Giffards Primary schools will follow advice provided.</i></p> <p>Contingency plans for outbreaks</p> <p>Giffards Primary School will have in place remote education plans for individuals or groups of self-isolating pupils. These will:</p> <ul style="list-style-type: none"> • use a curriculum sequence that allows access to high-quality online and offline resources and some teaching videos, and that is linked to the school's curriculum expectations • give access to high quality remote education resources • use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use) • provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access • recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum. <p>When teaching pupils remotely, schools will:</p> <ul style="list-style-type: none"> • set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject • provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos • gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding • plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers <p>To ensure the school is prepared for the above from September we will:</p> <ul style="list-style-type: none"> • Survey parents to ascertain each families access to ICT equipment at home • Support families by loaning IT devices • Ensure pupils are familiar with and confident in the use of online curriculum programmes • Set homework using these programmes to support familiarisation • Monitor progress on line and feedback to pupils/parents • Train staff in new online resources <p>We will expect parents to</p> <ul style="list-style-type: none"> • Support their child/ren in ensuring pupils access online/remote learning for the equivalent length of time daily that pupils would receive in school • Respond to contact from the school and feedback using the remote tools • Use the online resources/remote learning tools made available to families/pupils 	1	3	3
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Headteacher**Coronavirus (COVID-19) specific
Full reopening of school – September 2020**

Date: 16/7/2020

Page 25 of 25

Notes for assessor:- Risks above 10 are not acceptable, control measure to be revised to bring to 10 or under .

Severity Estimate	Risk			Probability Estimate
Fatality	5	X	5	<i>Frequent</i>
Major Injury – Disability -Major safeguarding breach	4	X	4	<i>Probable</i>
7 Day/Lost Time injury	3	X	3	Occasional
Minor Injury	2	X	2	Possible
No Injury	1	X	1	Improbable