

Updated 15th September 2020 (changes are in red)

Woodbridge Primary School

Risk Assessment for the Full Opening of Woodbridge Primary

This risk assessment takes account of: **The full opening of school in September 2020**

This risk assessment is a working document and is subject to ongoing and regular review.

This risk assessment has been written with reference to the following guidance: ***DfE guidance - "Guidance for full opening - schools" (latest guidance published 7th August)***
: PHE 'Action to be taken by schools' (Version 18/06/20)

Schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

Prevention:

- 1) *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*
- 2) *clean hands thoroughly more often than usual*
- 3) *ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4) *introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
- 5) *minimise contact between individuals and maintain social distancing wherever possible*
- 6) *where necessary, wear appropriate personal protective equipment (PPE)*

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection

- 7) *engage with the NHS Test and Trace process*
- 8) *manage confirmed cases of coronavirus (COVID-19) amongst the school community*
- 9) *contain any outbreak by following local health protection team advice*

Numbers 7 to 9 must be followed in every case where they are relevant.

In an emergency situation, staff should send their badge to the office.

Activity or task and associated hazards	Proposed modifications and procedures
<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>	<ul style="list-style-type: none"> ● 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 will be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance ● If pupil - they will sit in the designated isolation area. Y3 - Y6 will use the Group Room and F1, F2, Y1 & Y2 will use the Music Room. If they need to use the bathroom while waiting to be collected, they should use the Boys Changing Rooms toilet which must be cleaned and disinfected using standard cleaning products before being used by anyone else. ● Staff dealing with the unwell pupil prior to collection will wear PPE and should try to keep a distance of 2m away from the child. Any child in isolation will be supervised. Advice on PPE can be found here https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe ● Other staff or pupils within the same class as the unwell person will be notified but do not need to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive. They must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact and the area around the person with symptoms must be cleaned with normal household disinfectant after they have left. ● If a child displays symptoms, we may monitor their temperature and record the results on a First Aid form and pass this on to the child's parents.
<p>Clean hands more thoroughly than usual.</p>	<ul style="list-style-type: none"> ● Pupils and staff to use sanitiser on entry to the building (sanitiser placed at each entry point). There is no requirement to wash hands again once arriving into the classroom, apart from Early Years who will wash their hands on arrival into the classroom. ● Pupils and staff are required to wash their hands for 20 seconds on arrival at school, before lunch and after using the toilet. Hand sanitiser will be used throughout the day i.e when moving from one area of the building to another and before going home. ● Children will be taught/reminded and supervised doing this, where possible, and there will be only 2 children in each toilet area at a time, using alternate sinks. ● Hand sanitiser to be used when hand washing is not readily available. Each child from Y2 - Y6 will have their own sanitiser on their desk. Hand sanitiser will be in each learning space for F1, F2 & Y1. ● Suitable amounts of hand wash and correct temperature of water provided.

Updated 15th September 2020 (changes are in red)

<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<ul style="list-style-type: none">● Notices are around the building to remind everyone of the procedures● Everyone is encouraged to cough or sneeze into a tissue <i>or into their elbow</i>.● Bins will be lidded (lids will be cleaned throughout the day). Each class will be supplied with extra bin bags.● Everyone is encouraged not to touch their eyes, nose or mouth.● Recordings of songs and stories will be shared with the children to promote good hygiene and to develop children's understanding of COVID-19.
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<ul style="list-style-type: none">● Our cleaners will have thoroughly cleaned all banisters, light switches, door handles, other high contact points, surfaces, toilet flush handles and seats, taps and washing facilities every day (cleaning by cleaning staff must take place at least 30 minutes after the last person has left the room).● Staff will be responsible for cleaning high contact points in their classrooms throughout the day (light switches, chairs, tables and equipment).● Site Manager will also be on site before staff and children and will ensure hand sanitiser stations, hand washing facilities, hand towels, toilet rolls are fully stocked. A weekly check of stock levels will be checked and extra supplies ordered in good time● Office staff to clean office computer keyboards, surfaces, photocopier and other high contact surfaces.● Gloves (covering wrists) should be worn before undertaking any cleaning activity.● Each learning area to have access to gloves and disinfectant spray.● If a child coughs or sneezes on a piece of equipment it should be cleaned immediately.
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<ul style="list-style-type: none">● Each Year Group Class will be known as a 'group' (or bubble).● Pupils and staff will remain in the same group, wherever possible.● Early Years and KS1 children may be divided into smaller groups within the class to allow them to sit together and share resources. They will not be expected to practise social distancing. Extra consideration has been given to the Early Years setting and this guidance is available upon request.● KS2 children will be allocated their own desk space and labelled chair which will be appropriately spaced from others. Desks will be forward facing and in rows.● Adults should try to stay 2m distance away from each other and from the children. They should avoid face to face contact with anyone and minimise time spent within 1 metre of anyone.● There will be no large gatherings with more than one group. This means no school assemblies, concerts etc.● Lunch will be provided as a 'Grab a Bag' system and will be eaten in the classrooms or designated outside area.● Staff will use their activity areas as their 'staff room'.
<p>To ensure the safe entry and exit to/from</p>	<p>Designated entrance doors for different groups</p>

the building for

- Staff
- Pupils
- Parents
- Visitors

In the event of an emergency groups should not adhere to the exit rules in this plan but leave through the nearest safest exit

- There will be staggered drop-off and collection times. At the appropriate time, each year will use entrance/exit as follows:-

- F1 - Main Front Doors
- F2 - Main Front Doors
- Y1 - Wooden Playground Gates (keep right)
- Y2 - Wooden Playground Gates (keep right)
- Y3 - Nursery Gate (to the right of the main front doors)
- Y4 - Nursery Gate (to the right of the main front doors)
- Y5 - Five-Bar Gate to Field
- Y6 - Five-Bar Gate to Field

These will all be clearly marked out.

- Late children (after the latest drop off time) should make themselves known at the school office and then taken to the following entrances where they will be met by a TA and escorted to the classroom.
- F1 & F2 - Main Front Doors
- Y1 & Y2 - Wooden Playground Gates
- Y3 & Y4 - Main Front Doors
- Y5 & Y6 - Wooden Playground Gates
- Signs displayed to encourage parents to take a particular path.
- Hand sanitiser to be used on entry.
- Allow space for reluctant pupils to be persuaded by family member to come into school. Encouragement by member of staff, will as far as possible, remain socially distanced. If not successful they may need to be taken home.
- The main access door will be locked at 8:30am and, after this time, office staff will open the outside door for staff, if necessary.
- No parents/carers will be permitted into the school building. Parents should contact the school by calling/emailing the school office.
- No unnecessary visitors to enter the school building (see deliveries/maintenance section below)
- Any children with SEND may have a specific plan created for them to help with arriving and leaving school (if necessary).
- Music teachers - unfortunately music lessons from external providers will not be taking place throughout Autumn Term 2020.
- Volunteers in school - there will be no external volunteers throughout Autumn Term 2020.
- Tennis - there will be no tennis coaching from Jon Mansfield throughout Autumn Term 2020.

Updated 15th September 2020 (changes are in red)

<p>To minimise the potential of the spread of the virus through personal belongings</p>	<ul style="list-style-type: none">● School uniform will be worn. This does not need to be freshly washed every day.● Children have been asked to wear trainers so they can take part in physical activities without needing to change.● PE Kit will not be required for the first half of Autumn Term. This will be reviewed again for the second half of Autumn Term.● Bring filled water bottle (to be taken home to be washed every day) and packed lunch (if not having school meal)● KS2 children should bring their own pencil case (not to be shared). The pencil case to be kept in bags when not in use and taken home each night.● Pupils and staff suffering from hayfever or colds are asked to bring their own tissues● Children may bring in their own hand sanitiser (not to be shared).● Children may bring in their own hand cream for treatment of skin adversely affected by extra hand washing. This must not be shared.● Pupils should not bring any unnecessary items into school - no toys/footballs.● Bag and coats to be hung on labelled pegs. Staff may also permit bags to be placed under the child's chair if it is safe to do so.● Medication will need to be administered by parents/carers unless in exceptional circumstances or if the child has a medical plan in place.
<p>To minimise the potential of the spread of the virus between the separate groups in school</p> <p><i>In the event of an emergency groups should not adhere to the exit rules in this plan but leave through the nearest safest exit</i></p>	<ul style="list-style-type: none">● Pupils and staff will remain in the same group, wherever possible.● Within each group the children may be divided into smaller groups in order: to promote social distancing and to minimise the sharing of resources.● Break and lunch times and use of outdoor space to be timetabled.● Resources that are shared between classes (such as sports equipment, art and science equipment) should be cleaned frequently and left unused for a period of 48 hours (or 72 hours for plastics) before use by another group.● All staff and children must stay on the left when using the staircases and will avoid passing on the stair.● Y5/Y6 to use Y6 fire exit stairs.● Y3/Y4 to use Y3 fire exit stairs at the beginning and end of the day but will use the main staircase during the day.● Hand sanitiser to be placed inside and outside of the lift.● Designated toilets for each group (see access to toilets section below)● Each group only uses their allocated areas of the building.● There will be a tracking system in place for Supply staff, both TA and Teachers and also for permanent staff who have to move across groups due to staff shortages.
<p>To minimise the potential for the spread of the virus within each group</p>	<ul style="list-style-type: none">● Adults and KS2 children should try to stay 2m distance away from each other. They should avoid face to face contact with anyone and minimise time spent within 1 metre of anyone.

Updated 15th September 2020 (changes are in red)

	<ul style="list-style-type: none">● Where this is not possible (such as intimate care/first aid) we provide PPE in line with PHE advice.● Areas will be as well ventilated as possible- windows to be opened first thing in the morning.● Doors to be propped open where possible.● Children will learn outside where possible (gazebos/tents on field).● Each pupil will be allocated a desk-space and labelled chair which they will use each time in school (does not apply to Early Years).● Teaching content may promote collaboration between children whilst remaining as physically distanced as possible.● Staff should not, wherever possible, lower themselves to respond to pupils at their height. They should stay out of the arc of droplet transmission maintaining physical separation as much as possible.● Catch it, bin it, kill it message will be promoted and supported by the provision of bins (lidded) in each classroom.● We will ask parents/carers of nursery aged children to consider using only one provider at this time. If this is not possible, we will be aware of which other providers are being used and will communicate with them in the event of any positive cases.● Early Years - extra consideration has been made for Early Years and this is available upon request (this may also apply to Y1 in the Autumn Term).
Preparation of learning areas/classrooms and use of learning resources	<ul style="list-style-type: none">● Plan to deliver as much learning out of doors as possible.● Soft furnishings, soft toys and toys/resources that are hard to clean are removed from learning areas.● Tables to be arranged in rows (except in Early Years and Y1).● A rota will be put in place for use of ICT Suite. One week per class with 72 hours between use by a different class.● We will minimise working with paper and other materials in a way that may aid transmission as much as possible.● We will avoid working with shared resources as much as possible. Where this is not possible the resources will be cleaned after use.● Photocopier/printer in ICT suite may only be used by KS2 staff and not by children.● Staff downstairs (Early Years & KS1) should print to the office printer. These prints will then be placed in a tray outside the office by office staff. Office staff will be asked to carry out photocopying by the staff from Early Years & KS1. This will be reviewed on an ongoing basis.● Staff are responsible for cleaning down their own work stations after use.● There will be no sand play.● Fully supervised water tray with added anti-bacterial bubbles.● Children will have individual, named pots of playdough. This will be refreshed weekly and only used for dough disco.● No cooking or food related activities.● We will not be able to sing for the first half of the Autumn Term (to be reviewed regularly).

Updated 15th September 2020 (changes are in red)

	<ul style="list-style-type: none">● Indoor physical activities - children and staff should maintain as much distance as possible.● Marking of paper based learning should be kept to a minimum.● Staff are discouraged from taking home children's books.
Social distancing at break and lunch times	<ul style="list-style-type: none">● Snacks and lunch will be eaten in the classrooms or outside designated areas.● Grab a Bag lunches to be placed outside each classroom.● Each class will be allocated an outdoor learning area and space. (see curriculum guidance)● Each class will be allocated a midday supervisor.● The pirate ship and fixed outdoor play equipment will not be used for the first half of the Autumn Term (to be reviewed regularly).● Mud Kitchen to be used subject to cleaning schedule.● Children can be encouraged to play collaboratively but maintaining distance between them.● Packed lunches or grab and go lunch bag provision only.● Each year group will be kept separate during break and lunch times.
To ensure social distancing in shared areas of the building	<ul style="list-style-type: none">● Internal doors to be propped open unless this presents an additional health and safety issue● No assemblies or collective gatherings in school.
Access of toilets	<ul style="list-style-type: none">● Designated toilets for each group<ul style="list-style-type: none">○ F1 - F1 toilets○ F2 - F2 toilets○ Y1 - downstairs 'girls' toilets○ Y2 - downstairs 'boys' toilets○ Y3 - upstairs 'girls' toilets○ Y4 - staff 'ladies' toilets (to be under review)○ Y5 - Upstairs accessible (disabled) toilet during class time and downstairs 'Girls' Changing Room during break and lunch times.○ Y6 - upstairs 'boys' toilets● If there is more than one cubicle in the designated toilets, one cubicle will be assigned to girls and the other will be assigned to boys. However, only one child at a time will use the toilet area.● Children are to be reminded to wash their hands for 20 seconds after using the toilets.● One child to use the toilets at a time, where possible.
Access to water	<ul style="list-style-type: none">● School water fountains turned off and covered.

Updated 15th September 2020 (changes are in red)

	<ul style="list-style-type: none"> ● Children to bring filled water bottles and these must be taken home to clean at the end of each day. ● Early Years and KS1 Children - Staff will refill children's water bottles at given points during the day. When doing this staff should ensure that bottles do not come into contact with each other. ● KS2 children - Children to be supervised in filling their own water bottles from their designated activity area at allocated times. Hands to be sanitised before this.
Social distancing of staff	<ul style="list-style-type: none"> ● For refreshments, teaching staff should use their designated activity area. Office Staff to use 'Back Office' facilities. ● Staff are encouraged to bring in/use their own flask/mug and utensils ● For toilets, staff should use <ul style="list-style-type: none"> ○ Y3/4 staff to use the upstairs 'gents' toilets ○ Y5/6 staff to use designated portaloo ○ Early Years staff use downstairs Early Years toilet ○ Y1/Y2 staff to use designated portaloo ○ Office staff to use Disabled toilet ○ Male staff to use designated portaloo ● Use of hand dryers will be avoided, where possible. ● Staff to use own pen/pencils. ● If staff from different groups need to liaise they should do so at at least 2m apart and preferably outside.
Working in school office	<ul style="list-style-type: none"> ● Maximum of three staff working in the main office at any one time. Non-admin staff must visit the door (marked Window A) and should not enter the office. ● Office will be well ventilated windows to be opened first thing in the morning and doors propped open. ● Only office staff to use photocopier and it to be cleaned on a regular basis throughout the day. ● As office staff do not have a breakout area there will be a sign on the door indicating who is on their lunch break at a particular time, if another member of office staff could be approached during these times. ● Early Years and KS1 staff will leave their photocopying requirements in a tray on the office shelf to be copied and returned by a member of the office staff. These staff should also print using this printer and office staff will place documents in a tray outside the office. This procedure will be reviewed on a regular basis. ● Telephones to be wiped with anti-bac every day and in between users ● Registers - Early Years will use a paper register but other classes will use an electronic register.
Response if an outbreak occurs	<ul style="list-style-type: none"> ● We will follow PHE 'Actions to be taken by schools' (Version 18/06/2020) ● We will engage with the NHS Test and Trace process and inform staff and parents/carers that they must be willing to:- <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have

	<p>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</p> <ul style="list-style-type: none">○ 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)● We will ask parents/carers and staff to inform us immediately of the results of a test:<ul style="list-style-type: none">○ 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.
Procedures for administering first aid and intimate care	<ul style="list-style-type: none">● Ensure there is at least one member of staff who is First Aid trained in the class group, wherever possible.● PPE equipment to be worn if a member of staff carries out first aid involving bodily fluids or intimate care (Supplies of gloves, facemask and plastic aprons are all available).● Pupils will have this explained to them so that they know what to expect.● Staff should wash their hands and wrists extremely thoroughly after providing first aid and intimate care - being aware that removing gloves is difficult to achieve without contaminating yourself.● First aid and intimate care to be recorded so that where necessary contact tracing can be facilitated.● Staff should follow their normal practice when changing nappies, provided the child is not showing symptoms of

Updated 15th September 2020 (changes are in red)

	<p>coronavirus (COVID-19). This includes continuing to use the PPE that they would normally wear in these situations, for example, aprons and gloves. If a child shows symptoms, they should not attend a childcare setting. They should be at home and get tested.</p> <ul style="list-style-type: none">● Staff are welcome to bring a change of clothes in case they want to change after administering first aid or intimate care.● Parents who are required to come into school to provide intimate care to children should be identified beforehand and shown into the designated toilet area, they are required to wear a face covering whilst in the school.● Staff should wear a face shield or mask when within 1m of a child when administering specific medical care and should wash hands before and after.
Safeguarding provision	<ul style="list-style-type: none">● In the event of Safeguarding lead/deputy not being present at school, staff should contact Mr Krisson on his mobile number, or call the MASH Consultation Line on 0345 6061499.
Pupil wellbeing and Pupils with SEND or who are considered to be vulnerable	<ul style="list-style-type: none">● Social stories, recordings of songs and other appropriate resources will be used to support children in understanding the current situation.● Staff will take time to explain and help children to follow the control measures in this risk assessment. Particular consideration will be given to pupils with SEND and EHCPs.● Pupils shown what staff look like wearing PPE equipment to be worn during first aid or intimate care so as not to be alarming.● Teachers are to be professionally curious. Build on knowledge of families and children and through conversations with parents identify any changes in situations for families.● Provide a curriculum of care, well being, emotional health, resilience and self-regulation with space and time for their possible worries and anxieties.● To be aware of resources available to support a child has been affected by a bereavement in the family www.winstonswish.org/ www.childbereavementuk.org/● The DfE is providing additional support for pupils and staff - Extra mental health support for pupils and teachers.● For children who have an education health and care (EHC) plan, attendance is expected where it is determined, following a risk assessment, that their needs can be as safely or more safely met in the educational environment.● Consideration and additional risk assessments will be made for pupils (in liaison with parents and external supporting agencies as appropriate) who may need them for any of the following reasons:<ul style="list-style-type: none">○ Access to the building○ Access to available resources○ Challenging behaviour

Updated 15th September 2020 (changes are in red)

	<ul style="list-style-type: none"> ○ Difficulty understanding the control measures which need to be in place ○ EHCP
Compliance / unsafe behaviour of pupils	<ul style="list-style-type: none"> ● Consideration and additional assessment of risk will be made for pupils where appropriate. ● Any pupil who is deliberately and persistently not complying with the school's control measures will be warned that their parents will be contacted to inform them of the breach/es and parents may be required to take them home.
Deliveries and visits for school maintenance	<ul style="list-style-type: none"> ● Essential visitors only. ● Visits to be pre-arranged wherever possible ● Visitors should wear PPE (gloves at a minimum) ● Telephone/virtual meetings to take place where possible ● Areas in need of maintenance to be cordoned off to children ● Check that visiting maintenance staff follow school procedures including the wearing of face coverings and gloves where appropriate. ● SCC staff should wear appropriate PPE as per the procedures for school staff. ● Deliveries to be left outside of school building, where possible, and collected by school staff. ● WPS staff should turn away maintenance visitors who are not wearing PPE or who are not following risk assessment procedures. Ask the visitor to have their company contact the school office. If in any doubt at all, feel confident to not admit a visitor to the premises.
Staff well being and Impact on staff of this stressful situation	<ul style="list-style-type: none"> ● Staff to be reminded that they have potentially higher levels of vulnerability to infection than pupils. ● We recognise that these times are incredibly stressful for all staff therefore, we are sharing all our resources for good mental health and wellbeing and signposting staff to relevant professional bodies. ● The DfE is providing additional support - Extra mental health support for pupils and teachers ● The Education Support Partnership Education Support - the mental health and wellbeing charity for education staff provides a free helpline for school staff. ● Staff are encouraged to raise any questions or worries with members of SLT. ● This risk assessment to be shared with all staff and it remains under constant review. ● It is expected that staff will comply with the control measures that need to be in place ● Staff will be expected to attend work unless they have prior agreement from the Headteacher. ● There are benches at the front of the school building that can be used by staff in order to have space away from the children if they wish to us these
Wraparound Care	<ul style="list-style-type: none"> ● We will be providing Wraparound Care (Breakfast and After School Club).

Updated 15th September 2020 (changes are in red)

- | | |
|--|---|
| | <ul style="list-style-type: none">• A separate Risk Assessment has been created for Willow Garden Wraparound Clubs and their Risk Assessment follows the basic principles outlined in this Risk Assessment. |
|--|---|