

Wentworth Primary School

Risk Assessment - School Covid Framework Updated 15.10.2020

Re-opening Phase – Autumn 2020

Year 1-6 in school full time, staggered starts and finishes. Each class is identified as a bubble and is to be socially distant to other bubbles.

EYFS is a bubble of 60 pupils.

This framework should be read alongside DfE and PHE Guidance - all the latest updates can be found here: [Latest DfE and ECC Guidance Notes](#)

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2153
- The Health Protection (Notification) Regulations 2150
- Public Health England (PHE) (2157) 'Health protection in schools and other childcare facilities
- Behaviour
- Attendance
- Curriculum
- HR Policies

This document will be regularly reviewed by the Head, Deputy Head and Governors in light of changes to the requirements by the DfE and PHE. It will aim to fulfil any changes in line with this risk assessment and safeguarding guidance. Staff members and stakeholders are encouraged to raise any concerns and possible solutions at their earliest convenience. The aim of this document is to ensure the risks of infection are kept to the lowest. Pupils and staff feel safe and secure in the school environment.

Theme	Planning for Staff coming in (things that can happen now)	Risk level H-high level M-Medium risk L-Low risk	Re-opening Phase Year 1-6 in school full time, staggered starts and finishes. Each class is identified as a bubble and to be socially distant to other bubbles. EYFS is a bubble of 60 pupils.	Date completed
Premises/ buildings and facilities	Health and safety check undertaken of the premises/facilities and building compliance, especially if school has been closed, e.g. Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Fire drill	L	Completed by the Site Manager and Head Teacher To be reviewed weekly. Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are re-occupied. To practice socially distanced fire drills.	15.10.2020
	Lettings/before and after school clubs	H	External providers need to provide the school with their contact details. Have their own risk assessment in place – in line with the school policy. To adopt the bubble system, as in school, year groups. Socially distance and follow hygiene procedures. Clean all facilities that have been used. Follow Swim England and Covid guidance in the pool and halls. Hirers to notify the school of any breaches or reported cases by email.	15.10.2020

	First aid arrangements in place.	M	First aid to be administered in classes. Named First Aider daily – Office, plus some teachers and staff. Temperatures will be taken if a pupil is sent to the school office feeling unwell. Schoolhouse to be used if anyone needs to be isolated with suspected Covid symptoms. PPE to be worn. Follow DfE and Public Health England guidance. Members of staff and parents to phone in as soon as they know they or a pupil has Covid symptoms.	15.10.2020
	PPE requirements	M	Aprons, masks, visors, wipes and gloves available. First Aid boxes in classes. Sanitiser, soap and masks are available in each bubble and at designated entry/exit points around the school.	15.10.2020
	Lunchtime	M	One hot meal a day will be offered to all pupils, in line with nutritional guidance. Pupils will eat in two halls in their bubbles, sitting adjacent to each other with no children opposite. Only one year group at a time, classes socially distanced. All areas to be cleaned when children leave and in between year groups. Children are collecting their lunches and clearing their plates. Midday assistants and serving staff must wear gloves and masks. They will stand behind children to assist them. Throw away lunch packs are encouraged to limit the transfer of germs. Tables and pinch points to be cleaned by Middays between sessions. Pupils must go to the toilet and wash their hands before coming to the halls. If they need the toilet then children must go back to their class toilets. Bubbles having play first need to sanitise their hands when entering the hall.	15.10.2020
	Clothing expectations	M	School uniform with an expectation that it is regularly washed. School shoes must be worn. Pupils should change for PE.	15.10.2020

			<p>In years 3, 4, 5 and 6 pupils will come to school in their PE kits on their PE days and if they have an after school club.</p> <p>On swimming days children need to put on their own swimming hats and goggles.</p> <p>Coats to be put in cloakrooms. Pupils can wear a face covering in the classroom. Pupils can take a reading book home. Pupils can bring in lunch boxes, hats, coats, books and small bags. Staff must ensure that they change their clothes every day and wash them regularly.</p> <p>On non uniform day pupils will PE in years 3,4,5,6 will wear trainers and clothes they can move in to complete PE lessons.</p>	
	Arrival and departure.	M	<p>Pupils to arrive on a staggered timetable for breaks, lunch, start and finish. Timetable in place.</p> <p>Parents to leave pupils at gates. Parents to wear face coverings and take their child to the allocated gate at the allocated time and leave them to walk to their class. Only one parent to drop off and collect children. Staff are positioned on all pathways to ensure all pupils get to their classes safely. Parents are to leave the area as soon as their child has gone in through the gates. At the end of the day teachers send the older siblings to the youngest sibling's class, with a TA if necessary. Classes leave promptly to be at the allocated gate on time for parents to collect children. Staff stay to ensure all parents make themselves known to the teacher and come within the fenced area to collect children safely, away from the road. The children need to confirm that they know the adult collecting them. No child is to be allowed to cross the road to meet a parent.</p> <p>In years 5 and 6 the children who are allowed to walk home on their own are at the front of the line when exiting the classroom, in order that they get away promptly.</p> <p>If the pathway is blocked by a buggy, person or dog then a member of staff is to ask them to move and keep the pathway clear.</p>	15.10.2020

			<p>Children not collected will be brought into the reception area and an office member of staff will phone parents.</p> <p>Car park gates are shut before children begin to arrive or depart. An office member of staff is at the main entrance and will take messages from parents. There is box for items that need to be given to children because they had been forgotten and a post box for mail on the gate.</p> <p>Parents are encouraged not to park in the area outside of the school and to keep Viking Way as clear as possible and to use the one way system.</p> <p>The Headteacher and Deputy monitor the pathways and gates every day to encourage parents to support a safe entry and exit for pupils.</p> <p>Only one parent in school reception area.</p> <p>One way system- clockwise around the school in the corridors and outside area.</p> <p>Leave the building to access other parts of the school. Pupils to stay in their bubbles as much as possible.</p>	
Cleaning	Enhanced Cleaning schedule.	M	<p>End of day, lunchtime, and after school.</p> <p>Daily deep clean of classrooms and toilets.</p> <p>ICT suite wiped after each use by the departing class.</p> <p>Spot cleaning through day of pinch points, doors, taps, handles etc.</p> <p>Waste bins and hand sanitiser stations placed at entrance points and exits to the school.</p> <p>Hand washing at regular points. Paper towels to be used in all sink areas.</p> <p>Pens and pencils are not to be shared, pupils will have their own packs, provided by the school. Adults should not share resources. Coloured pencils and some other equipment will be shared by pairs of pupils or small groups.</p> <p>Classroom based resources can be used and shared within the bubble and regularly cleaned or left for 48 hours (72 for plastics)</p>	15.10.2020

			Resources which are shared within bubbles should also be cleaned or left for 48 hours. Outdoor play and sports equipment will be cleaned frequently.	
	Capacity of cleaning staff.	M	Hours have been increased to ensure door handles etc. are all cleaned. Staff to clean equipment used regularly. PPE to be worn.	15.10.2020
	Cleaning response to a confirmed or suspected COVID19 case is agreed.		School to shut for deep clean – in line with DfE guidance. Use the school house to isolate. Use parent app and template letters to notify parents and staff. Contact LA and Public Health England Health Protection Team PHE HPT www.gov.uk/health-protection-team	15.10.2020
	Adequate cleaning supplies in place.	M	PPE in stock. Lidded bins in each classroom. Monitoring supplies and ordering regularly to ensure there is no shortage of cleaning equipment. Tied waste bags left for 72 hours.	15.10.2020
COVID-19 infection control	Approach to confirmed COVID19 cases in place: during school day.	M	Head/Deputy/ Office staff Cleaning team. School House to be used for isolation. Use parent app to inform parents. Records must be kept of all visitors to the school. Contractors and visitors must give their details to the school. All staff to leave the site by 5.00pm to enable cleaning. Engage with the NHS Test and Trace process and DfE helpline. Pupils/staff will be sent home, must book and attend a test immediately. School to contact public health. Staff/parents must say who they have been in close contact with. School should be informed immediately of results.	15.10.2020

			<p>School keeps a record of class timetables and the use of other areas of the school.</p> <p>Pupils and staff in direct contact to be sent home to isolate for 14 days. Advice to be taken from LA and public. Health Letters to be sent to all parents.</p> <p>Areas used by bubble to be deep cleaned. This may involve closure of the school to clean all areas.</p> <p>Send letter to parents if necessary. In there is a local outbreak staff must provide remote online learning and operate as in lockdown e.g.: keyworker/ vulnerable children in school as on 13.07.2020</p>	
	Approach to confirmed COVID19 cases in place: outside of school hours.		See above. Parent/ Staff to notify school immediately by email or phone message.	15.10.2020
Social Distancing	Social distancing of 2m and 1m plus, with mitigating circumstances.	L	Corridors and classrooms not to be used by pupils, where possible. Clockwise travel around the school. Three entrances and exits to be used to minimise contact. Allocated workstations with screens, to be used by only one bubble.	15.10.2020
	All pupils to be in school. Use mitigating measures to limit risks.	L	<p>If reluctant or anxious, therapy will be provided. Equipment sharing is at a minimum. If sharing is necessary i.e. IT, cleaning procedures in place. Pupils to have own equipment to use some equipment will be shared in small groups and will be cleaned after use.</p> <p>Pupils to have allocated seats and stay in them.</p> <p>Desks will face forward. Classrooms to be well ventilated. Air con can be used.</p> <p>One child at a time to use the allocated toilets.</p> <p>Use Zoom for assemblies and some lessons.</p> <p>Teachers need to be 2m away and can move between bubbles.</p> <p>TAs have access to screens and face visors when working with a small group or individual.</p>	15.10.2020

	Consider other areas of the school.	L	<p>Classrooms: all pupils facing forward; classes set up for 30; 2 metre distance around the teacher. Entrance and fire exits are clear. Allocated areas on the playground.</p> <p>Library second staff area, only 6 members of staff at one time.</p> <p>Staff room, only 6 members of staff at one time.</p> <p>Computing room has social distancing in place, input is now in the classroom. The room and equipment is cleaned after each use. No pupils sit on the carpet area.</p> <p>Work stations to be used only by one bubble. Screens to be used when working closely with a pupil. Adults need to be 2m away.</p>	15.10.2020
	Office spaces.	L	<p>No staff to go in the office unless absolutely necessary.</p> <p>Sliding windows to be kept shut.</p> <p>Medical room to be used only for 999 emergencies.</p> <p>The Food Technology room to be used by Class TAs and pupils from the same bubble.</p> <p>ICT suite: pupils to sit in their allocated seats, timing has been adjusted so that there is ten minutes for the departing class to clean the used areas.</p> <p>2 metre allocation around the Technicians desk, the room to be ventilated and a lidded bin. No queuing outside of the room.</p> <p>Year 3/4/6 lobby areas pupils to be facing forward, one table per class.</p> <p>Cloakrooms: pupils to go into their classes and then be sent 6 at a time to hang up or collect their coats, an adult to supervise.</p> <p>Store PE bags/swimming bags in the classroom.</p> <p>Swimming pool/changing rooms – to be advised by Public England and Swim England advice.</p> <p>Music: instruments to be cleaned after use and between bubbles, class TAs to help.</p>	15.10.2020
	Social distancing plan in place for staff meetings and training.	L	<p>Staff meetings, Leadership, Professional meetings and training events to take place on Zoom. No gatherings of any more than 6 at any one time. Meetings to finish by 4.30pm to allow for cleaning.</p>	15.10.2020

			<p>KS1 staff room – Library (not to be used by the pupils)</p> <p>KS2 – Staffroom.</p> <p>Adults must maintain social distancing of 2m and wear face masks in communal areas where it is not possible to do 2 metres. Use the screens and or masks when working with a child.</p> <p>Staff to work at allocated area only when working in corridors, one area to be used by one bubble.</p> <p>Break and lunchtimes will be staggered, so only one member of staff is away from their group.</p> <p>Social distancing to be observed at all times.</p> <p>Usual sickness procedures in place – call SW.</p> <p>Get tested if required.</p> <p>KS1 staff to use toilet in KS1 corridor.</p> <p>KS2 staff to use main staff toilets, one person at a time only.</p> <p>Use hand sanitiser regularly</p> <p>Teachers/TA to stand to side or behind pupils.</p> <p>Teachers to be above eye level of pupils.</p> <p>Marking by pupils.</p> <p>Teachers can take books and resources home but cleaning must be thorough.</p> <p>Teacher to hold hands together to not touch faces.</p> <p>Teach pupils ‘catch it, bin it, and kill it.’</p>	
	Assemblies/school/PTA events	H	<p>Zoom assemblies in class 9.15-9.25 daily.</p> <p>Staff to log on and allow pupils to watch.</p> <p>School events have been cancelled, rescheduled or adapted to include Covid19 restrictions for the autumn term.</p> <p>Remote teaching using Zoom, if teachers are off awaiting results of a test but have no symptoms.</p> <p>10 minute parent consultations to take place using Zoom. Early Years settling in phone calls week commencing 28.09.2020.</p> <p>Music teaching: Social distancing, wearing PPA, cleaning instruments used between pupils. No singing of groups more than 6.</p>	15.10.2020

	Communication with parents – social distancing		Notification to parents of social distancing and expectations. Letter to be sent out with expectations.	15.10.2020
HR/Staffing	Staffing numbers	M	All staff clear on working arrangements. First aid and training for health care plans to take place in the autumn term. Written guidance and risk assessment shared with staff and governors 15.07.2020/21.07.20/02.09.20/15.09.20/15.10.20. Teaching Assistants may be deployed to cover lessons or lead groups. They can lead Catch Up provision. Supply teachers and temporary workers can move between schools. School can host ITT trainees. Professionals can come in to school to support pupils eg: EP/Speech therapist. One parent in each changing room can support Year 1 and 2 changing for swimming.	15.10.2020
	Approach to absence reporting	L	Report to SW as usual. Staff must use Track and Trace if there have symptoms and be tested using the education portal. Business Manager to provide link.	On-going
	Plans to respond to increased sickness levels. Cover arrangements	H	Staff will be re-allocated if necessary. Remote teaching to be used if teacher has no Covid symptoms. Pupils may be sent home if there is no appropriate cover available for a class. Pupils/staff will be sent home if there is a positive case in their bubble. Head teacher sickness duties to be covered by a few members of the Leadership Team. Contingency plan and manual in place for office staff off.	On-going
	Approach to support wellbeing	M	Advice given. Staff can access mental health support and counselling via the Head.	On-going

	Arrangements for accessing testing.	M	Clear guidance given by DfE. Use home tests or Track and Trace. Staff are clear on returning to work guidance.	On-going
	Inducting new starters.	H	Cleaners and ITT fully informed of Covid procedures and Safeguarding by the Head and Deputy. Its learning page set up for new starters with Zoom and possible zoom meetings and visits with social distancing,	On-going
	Training	L	As required	On-going
	Staff contracts	L	Completed/ongoing	15.10.2020
	HR processes	L	All resolved	15.10.2020
	List of all critical worker parents	L	Up to date and on-going. List taken from week commencing 13 th July.	On-going
Safeguarding	Risk assessments in place and welfare checks.	H	Transition Safeguarding files to the Secondary schools. Update risk assessments in response to re-opening. Share current concerns. All staff to consider the impact of Covid 19 on families: financial, increased FSM eligibility, referrals to social care and other support, vulnerable children.	On-going
	Training update	H	Safeguarding refresher on first day back. Two sessions for all staff. Pink forms explained and given to staff.	On-going
	Wellbeing	H	Agree an approach for responding to mental health and wellbeing – Time to Talk Team LBa to lead. 2 week PSHE in September to address issues of anxiety and return to school. Staff to consider approach for preparing pupils for a return to academic work and new social situations – staff to develop and agree. Planning in place for daily PSHE lessons.	On-going

			<p>Assess and celebrate the non-academic achievements of pupils whilst at home/ during school closure.</p> <p>Good work assembly Zoom on Monday.</p> <p>Publish from Its learning.</p> <p>Play Therapist to support well being, mental health and bereavement support.</p> <p>All teachers to teach a daily PSHE lesson to ensure pupils have the opportunity to share their experiences.</p>	
	Policy	H	Child Protection Policy in place.	On-going
Curriculum / on-site learning environment	Assessment	L	Teacher assessment for reading, maths and phonics in the first week of term and again before the end of term. Salford, Times Tables, short maths assessment.	15.10.2020
	Changes to the curriculum	L	<p>Whole school approach to adapting the curriculum including daily reflection, phonics twice daily, daily times tables, read aloud story sessions daily.</p> <p>wellbeing curriculum,</p> <p>capturing pupil achievements,</p> <p>recognising non-curriculum learning.</p> <p>PE – non-contact sports, outside as much possible.</p> <p>Follow the national curriculum for all subjects.</p> <p>Internal assessments to begin second week of starting back.</p> <p>Use the ICT suite with regular cleaning and social distancing.</p> <p>Mandarin, music, Food Tech, PE and swimming to continue.</p> <p>Homework will be available online, paper copies available for those who need it.</p>	On-going
	Trips/after school clubs	L	<p>After school clubs and PTA events to be run in bubbles. Review as social distancing changes throughout the year. No gatherings of more than 6 adults and 30 pupils to take place.</p> <p>Local trips only in the autumn term. See Year Planner, all modified for September 2020.</p> <p>No meetings with more than 6 parents.</p>	On-going

	Class organisation	L	All teachers to prepare their rooms and resources to ensure 30 pupils face forward and have resource packs of pen/pencil in a plastic wallet. All adults to socially distance by 2m. All pupils to bring water bottles, water coolers can be used.	On-going
	Behaviour	M	School behaviour rules apply, be safe, be kind and be responsible or there will be a consequence. Use behaviour log. In the event of any spiting by pupils. Clothes to be replaced and stored in a sealable bag and sent home for quarantine and cleaning.	On-going
	Remote Learning – in case of lockdown	L	In the event of a local lockdown all pupils will have access to ItsLearning platform; Oak Academy; White Rose maths, Wentworth phonics and a weekly phone call from the teachers.	On-going
	Catch Up	L	Catch Up programme established and delivered to all pupils over three half terms, who have not been in school.	On-going
CYP with SEND	Meetings	M	Zoom meetings or socially distanced meetings as necessary. Zoom meetings with SEN Inclusion Partner, Educational Psychologist and School Advisor.	On-going
	Reviews	L	Annual reviews Specialists and clinicians to provide support as usual.	On-going
	Support	L	Requests for assessment - On-going.	On-going
Attendance	Approach	L	Follow DfE guidance. All children should be attending school A fine for families who are not attending. Monitor attendance. Follow up calls if required. Meetings if necessary and letters of expectation. Attendance plan to support families.	On-going

	Consider support for parents where rates of persistent absence (PA) were high before lockdown	L	Office to monitor.	On-going
Communication	Communications with staff	L	Letters and risk assessments to go out to staff via email with consultation time. Letters to go out via parent app and facebook. Letter of expectations of social distancing to parents.	On-going
	Communicating to parents/pupils.	L	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times Expectations when in school and at home Regular newsletter Update website and social media.	On-going
Governors/ Governance	Prioritise meetings	L	Regular updates with governors. No face to face meetings of more than 6. No meetings if R rate is high. Zoom Meetings as per yearly planner.	On-going
	Governors are clear on their role	L	Chair of Governors in regular contact with the Head and using Chair's action. One governor meeting per half term. Clerk to keep up regular updates and communications with the governors.	On-going
Finance	Additional costs incurred due to COVID19.	L	Bursar to generate spreadsheet of costs.	On-going
	Loss of income.	L	Applying for grants	On-going

	Insurance claims.	L	Making claims and holding some deposits for next year.	On-going
	Reintroduction of all services.	L	All in place. Cleaning, IT support ,Catering	On-going
	Consider any support that may be brokered through working together, for example, partnerships, trusts etc.	L	Blackwater Partnership linking on Covid 19 and the Local Authority.	On-going