

GREATSTONE PRIMARY SCHOOL Risk Assessment September 2020 version 2.0

The Headteacher and Chair of Governors are responsible for making decisions relating to all staff and pupils returning to school for the start of the academic year. The decisions made by school leaders take account of many local factors and recommendations and guidance issued by the DfE, the local authority. This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user. It will inevitably change over time.

Where possible follow Social Distancing of 2m but especially for adults.

All staff must read and follow the guidelines;

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools.

Risk Rating
Maintain existing measures
Low
Medium
High

NOTE: 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)
- Although the choice of control measures implemented should be prioritised from the top of this hierarchy, it should be remembered that more than one level of control measure can be adopted simultaneously.

What are the HAZARDS?	Who might be HARMED?	Risk Rating	Controls	Person(s) Responsible	Risk Rating After Controls
Staff/Pupil Arrival and collection: Congestion or inability to adequately socially distance when accessing or leaving school grounds	Staff Pupils Parents		Reminder notices for social distancing fixed to fences where pupils are entering/exiting the premises. These should be checked each morning to ensure they are still in place. Reminders of drop off and pick up protocol shared Reminders about social distancing shared Staff arrival: Staff to be aware of each other when exiting their vehicles Staff to wash their hands on entering the building Staff expected to use of hand sanitising units placed next to each entry/exit Pupil Arrival: Children with surnames with A-I will arrive at 8:45. Those J-Z at 9am. Children enter the building through their class external door. It is essential that no groups congregate around the school entrance points and pupils cross the threshold independently. Pupil entry to be monitored by teacher to attempt to ensure social distancing (2m rule) is adhered to. Pupils wash hands/use hand sanitiser upon entrance to school At the end of the day All children to leave at 3:15pm. KS1 children to be collected at their external doors. KS2 children will be accompanied off site where they might meet their parents. Additional staff to ensure safety of children getting to their grown-ups. Vigilance on road safety. Class bubbles to be mindful of and socially distance from other bubbles. Members of staff in high-vis to ensure parents safety and quick turnaround. Lower Key Stage 2 Walking bus lead by a member of staff to the church for meeting parents to lessen numbers at school. Children are not permitted to wear face masks into the building and should be dispose of them into their own plastic sealable bag and then sanitise their hands before entering the building Parents to wait outside of school building exercising social distancing.	SLT	
Possible contamination	Staff Pupils		Pupil movement around the school is reduced to a minimum. Necessary movement will be in class bubbles and timetabled eg, lunch, PE.	SLT	

from movement around the school	Parents	Each class to have their own entrance and exit point. Parents not allowed into school buildings. One way system in corridors. Door guards- Fire door retainers used to assist transition of pupils and staff without opening and closing doors. Pupils will not be permitted access to the school office areas. Emergency procedures remain the same but with staff and pupils exiting and remaining in their own class bubbles.		
Possible contamination in Office/Reception/ Meeting room	Staff Pupils Parents Delivery personnel	Screens fitted to reception desk to enhance social distancing. Office staff to work at their designated desks and be responsible for the cleaning of IT and phone equipment using antibacterial wipes. Due to the layout of the offices social distancing to be adhered to Visitors: All visitors to remain outside of the building unless their entry is essential. Where possible, visitors will be invited outside of school hours. All visitors should minimise contact and adhere to social distancing and systematic handwashing or sanitising. A record will be kept of all visitors in line with NHS guidelines. Community visitors are not allowed entry into the school at present. Parents are not permitted into the building without prior appointments. Teachers should have telephone meetings with parents rather than face to face. Contractors are permitted but will need to provide a RA which will incorporate their Covid-19 measures. Professionals, peripatetic teachers, therapists and other outside agency staff are permitted if their visit is pre-booked. An appropriate room will be booked for their use. This room will be deep cleaned between use. Other visitors will be escorted around the school by SLT. If a learning walk is undertaken by a visitor they will not be permitted into the classrooms and will stand in the class doorways. Meetings of 3 or more will be kept to a minimum and can only go ahead if social distancing can be maintained. Meeting rooms will be deep cleaned between use. Meetings and training will be conducted remotely where possible. Meetings on site will follow social distancing guidance.	CO SD IW	
Possible contamination in staff shared areas	Staff	Staff to wash hands on entry to school Staff are expected to maintain at least 1m distance and wipe down the use of microwave, water heater and sink after use. Equipment that is used by several staff communally, such as photocopiers, walkie-talkies, etc, must be wiped down with alcohol wipes before and after each use.	All Staff	

		Governors meeting will now be taking place within the hall to avoid cross contamination of other areas within the school. Tables and chairs will be wiped down prior to meeting taking place and wiped down again before being put away.		
Possible contamination in classrooms	Staff Pupils	Limit classes to no more than 31 and not coming into close contact with other groups. EYFS class to 37 across two open classrooms. All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable but must stay 2m away from pupils. In KS2 classrooms, desks should be facing forward where possible and some furniture may need to be removed to make space for this. For younger children, this isn't always possible nor is social distancing, therefore good hygiene and regular hand washing is paramount is these classes. Hand sanitizer available. NO ACCESS TO DRINKING FOUNTAINS External doors to be used to access the classrooms. Weather permitting windows and doors will be open to increase ventilation. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, hats, coats, books and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Each class will have their own set of library and reading scheme books for their class bubble only so that children can once again, take books home and change them when required. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. During lunchtime, high traffic touch points will be wiped with anti-bacterial wipes IT room will have a reduced occupancy and limited to a maximum number of 16 occupancy. All computers / keyboards/peripherals/ desks/ chairs will be wiped down after each use and the book signed to indicate that the area has been cleaned.	Teachers	

Possible contamination at playtimes		PE will take place outside weather permitting. PE can take place inside with half a class. Where possible doors and windows will be open. Low intensity activities only ie, yoga. No gym equipment to be used apart from mats which will be wiped with anti-bacterial and dried before being put away. Each class bubble to have their own section of the playground and/or field sectioned off. Fixed external play equipment to be taken out of use Outdoor playground equipment should be more frequently cleaned.	Teachers	
Possible contamination in during lunchtime	Staff and pupils	All pupils to wash their hands thoroughly. Pupil to eat a packed lunch in classrooms at their allocated desks. Desks to be wiped before and after with anti-bacterial. Diamond Class will eat their lunch in the hall, divider across. Each class will be allocated a mid-day supervisor or TA. Children having a school dinner will collect their meal from the hall using the one-way system. Children will walk through the KS1 – study room (use this room as a holding area) Out of the hall through the curtained exit. All lunchtime rubbish and uneaten food to be taken home. Doors to the toilet block entry will be open.	Teachers	
Possible contamination from use of toilets	Staff and pupils	Pupils using the toilets, social distancing will be encouraged. Handwashing, sufficient liquid soap will be available at all times in all toilets. This will be checked daily. Toilets and all touch points are deep cleaned prior to school opening and again at lunchtime.	Teachers Cleaners	
Possible contamination from poor personal hygiene	Staff and pupils	All Must follow these basic hygiene rules: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are obviously or reporting they are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean Ensure good respiratory hygiene through specific lessons on hand washing and promoting 'catch it' kill it, bin it approach, as some children may have forgotten the guidance or may have become comfortable with their household bubbles, having not been out in larger building for some time. Scheduled hand washing will occur at the following parts of the school day: 1. Upon arrival to school 2. Before and after play 3. Before and after play 3. Before and after lunch 4. When moving from one area to another e.g. outside to inside 5. Before leaving school at the end of the day		

Possible contamination from insufficient or ineffective cleaning	Staff Pupils	A more robust cleaning regime is implemented Midday cleaning of sinks, taps table tops and door handles Cleaners continue to wear clothing and PPE as determined by their existing risk assessments. All PPE & disposable cleaning equipment to be disposed of in a bag, tied and binned. All areas being used are cleaned daily. (See monitoring sheets) Monitoring cleaning sheets will be stored in the cleaner's cupboard and signed when the area has been cleaned. Where non disposable cloths/mops are used cross contamination must be carefully considered and these must be appropriately disinfected after use.	SLT Cleaners	
Possible contamination from ineffective management of potentially contaminated waste	Staff Pupils	Standard waste will continue to be managed in line with existing arrangements Any waste that is considered to be potentially infected/contaminated will be double bagged before it is left in the isolation room for 72 hours (with a sticker to show date and times) and then go in normal waste. This will include any PPE or tissues etc used by persons who are unwell.	SLT	
Possible contamination from a symptomatic person on site	Staff Pupils Parents	If a child, young person or member of staff becomes unwell with symptoms of COVID-19: • Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching. Below are the contact details for the Kent health protection team: In hours: 0344 225 3861 (option 0 then option 1) Out of hours: 0844 967 0085 Email: KPU-Kent@phe.gov.uk • The person must be supported until they can be collected and taken home. They should not be left unattended. • The Meeting Room will be used as the isolation room • PPE should be worn by the supervising staff member and 2m maintained • The areas that they have come from, e.g. classroom, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff. • Other members of staff should ensure that no other personnel are on the route of the person as they exit the building. PPE is kept in the Staff Room and should be put on before entering the isolation room Any waste that is considered to be potentially infected/contaminated will be double bagged before it is left in the isolation room for 72 hours (with a sticker to show date and times) and then go in normal waste. This will include any PPE or tissues etc used by persons who are unwell.	SLT Staff Cleaners	The risk cannot be reduced due to COVID-19 Pandemic

Ensuring that pupils, staff and other adults do not come into the school if they have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus

After the sufferer has been collected:

- If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. If your contractor is unable to do a full clean, contact client.services@kent.gov.uk for support.
- If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.
- During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn.

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 & Trace.

We should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

		 proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. 		
Possible contamination in classrooms and or with inadequate social distancing	Staff Pupils	The Government advice states that PPE does not need to be worn outdoors, in schools or by those who would find them difficult to wear such as young Pupils. This is understood as saying that wearing a mask in normal school situations is not necessary. Any child coming into school wearing a mask should remove it themselves at the door and place it inside a plastic bag and keep it in their own bag. Staff can wear protective visors/face masks if they feel more confident doing so. These are stored in the Staff Room There are some circumstances where use of PPE, including a face mask, may be recommended: • Moving, isolating or supporting a child with symptoms of COVID-19. • Cleaning an area where a child with COVID-19 symptoms has visited. • Working with Pupils whose care routinely already involves the use of PPE due to their personal care needs. The school has made provisions to support the use of PPE in the above circumstances.	Staff	
Possible contamination from administering First Aid	Staff and Pupils	If you are likely to attend as a First Aider please read advice: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responder Staff to be issued with PPE when they administer First Aid. Vulnerable staff should not undertake first aid at all. Anti-bac wipes or spray to be left in each classroom to clean when necessary. Hand gel containers to be checked and filled daily. PPE Equipment is available for all staff, both for administering first aid and for use if a known or symptomatic case is within the school grounds.	Teachers CO	

A confirmed	Staff and		Teachers	
positive case	pupils	We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.		
		We will also notify the Area Education Officer and complete the online form 'Notification of a COVID – 19 Case		
		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.		
		The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:		
		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 (skinto-skin)		
		 proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual 		
		travelling in a small vehicle, like a car, with an infected person		
		The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.		
		If an outbreak occurs staff and parents will be contacted using a local guidance template letter. We will NOT share the names or details of people with coronavirus (COVID-19) unless essential to protect others.		

Household members of those contacts who are sent home do not need to self-isolate themselves unless
the child, young person or staff member who is self-isolating subsequently develops symptoms. If
someone in a class or group that has been asked to self-isolate develops symptoms themselves within
their 14-day isolation period they should follow 'stay at home: guidance for households with possible or
confirmed coronavirus (COVID-19) infection'. They should get a test, and:
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 <u>'stay at home: guidance for households with</u> possible or confirmed coronavirus (COVID-19) infection'
possible of confirmed coronavirus (COVID-19) infection
Schools should not request evidence of negative test results or other medical evidence before admitting
children or welcoming them back after a period of self-isolation.
If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, GPS may have an outbreak and we must continue to work with their local health protection team who will be able to advise if additional action is required.
local fleatiff protection team who will be able to advise if additional action is required.
In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.
In consultation with the local Director of Public Health, where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Coronavirus testing Test and track programme		Where an outbreak is confirmed we will follow national and local government guidance. staff see shared covid folder	
		 <u>self-isolate</u> if they have been in close contact with 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 <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. 	
		The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. More details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. School has a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	
		• 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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms	
Supporting positive well-being upon school return	Pupils, parents and staff	All children and parents were offered a transition Zoom as an opportunity to meet their teacher and discuss any possible concerns. The first fortnight at least, will focus on Literacy and Maths revision in the mornings and PSHE/ well-being/mental health in the afternoons following the Jigsaw Recovery Package Each child to complete a fact file which will be used for 1:1 time with their teacher, circle times to discuss and review their emotions and worries, making posters about it being 'good to talk' and what they are looking forward to (perhaps booking a special class event to have a positive focus)	

		See GPS Action plan – settling the children back into school – September 2020 and Activities to support our Recovery plan. Singing cannot yet take place. Teachers to use what children have forgotten and/or mis-conceptions and to 'plug these gaps' with urgency (revision from previous year groups) before moving on. This will need to take place with some urgency but should NOT consist of testing. Some children may need additional behavioural support and may need a behaviour support plan (liaise with SENCO)	
Behaviour Management	Pupils	Pupils will be informed of any extra measures in behaviour to ensure safety. Additional measures may need to be used for example: parents to collect pupils who are not obeying rules to ensure safety of others. Parents to agree that they will collect children not adhering to safety measures.	
Mental Health issues for pupils and parents	Pupils	Record all mental health concerns on CPOMs Re-direct/involve The DSL will make contact with appropriate agency or contact family directly: STLS, VSK, Porchlight, social services etc. A range of virtual counselling services to be engaged for individual pupils where needed. SENCO to send out local flyers. Website addresses for parents	

Staff Specific:

We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

Advice for those who are <u>clinically-vulnerable</u>, <u>including pregnant women</u>, is available.

Pregnant staff should wash hands more regularly than others and reduce their risk by staying at home when they are not in school.

Mental Health	Staff		Teachers	The school
issues for staff		SLT reassuring staff and communicating thoroughly all risk assessments, plans and guidance		may not
		Weekly whole staff check ins, ensure staff have an opportunity to raise concerns or changes in		be able to
		circumstances.		open if
		Staff emailed regularly and signposted to support lines, staff care, resources that may support them or		insufficient
		their families during this time.		staffing
		Staff to be aware that we all react in different ways to anxiety and stress and that some anxieties may		occurs
		exhibit themselves in different ways for different people.		

Primary assessment

We recognise that pupils will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that we know the impact of coronavirus (COVID-19) on this cohort of pupils nationally, and can give support to schools that need it the most.

We are, therefore, planning on the basis that statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:

- the phonics screening check
- key stage 1 tests and teacher assessment
- the year 4 multiplication tables check
- key stage 2 tests and teacher assessment
- statutory trialling

The statutory rollout of the reception baseline assessment has been postponed until September 2021, giving schools flexibility to sign up to our early adopter year in 2020 to 2021.

The Standards and Testing Agency (STA) are reviewing requirements for the phonics screening check in year 2 (following the cancellation of the 2020 assessment) and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study) and will provide an update to schools before the end of the summer term.

Accountability expectations

Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good. More information is set out at coronavirus (COVID-19): school and college accountability.