

# Bardney C of E and Methodist Primary School and Bucknall Primary School

## Risk Assessment for Returning to School

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**Date:** Updated 03.01.2021

**Shared with:** **Governors:** Date: **03.01.2021**

**Staff:** Date: **03.01.2021**

**Parents:** Date: **03.01.2021**

### **Risk Assessment and Action Plan for the return of all pupils in January**

**To be reviewed when Tier 4 restrictions are lifted or following further changes in Government advice**

This risk assessment is based on guidance from the Local Authority and the government including guidance from the following documents:

- Guidance for full opening: Schools (30.12.20)
- Health and Safety: Responsibilities and Duties for Schools
- Cleaning of Non-Healthcare Settings Outside the Home
- Protective Measures for Holiday or After School Clubs and Other Out of School Settings

Action/s	Hazards	Who is at risk	Actions to minimise risk	Additional notes
Staff actions	Staff spreading the virus	Staff	<ul style="list-style-type: none"> <li>• Hand washing/ sanitizing will take place at the start of the day and regularly throughout the day.</li> <li>• Good respiratory hygiene will take place 'catch it, kill it, bin it'</li> <li>• Staff will not move between classes or set groups unless timetabled to do so</li> <li>• <b>Changes to timetables which require staff to work between different groups will be agreed with SLT</b></li> <li>• Staff will give verbal feedback where possible for completed tasks and to support learning. There will be minimal handling of children's work.</li> <li>• Where staff need to enter another classroom, they must wait at the door and maintain social distancing</li> <li>• Hands must be sanitized when moving between rooms</li> <li>• <b>Staff will be encouraged to wear face masks when they are moving around the premises and in areas where social distancing is not possible.</b></li> <li>• <b>Staff will be encouraged to follow the government's Hands. Face. Space message</b></li> <li>• <b>Staff will work only in their designated bubble unless agreed for a particular purpose. At Bucknall the whole school is one bubble. At Bardney the bubbles will remain as follows: Office staff, Family support team, Nursery and Reception, Year 1, Year 1-2, Year 2, Year 3, Year 4, Year 5 and Year 6</b></li> </ul>	It is likely that staff will need to pass on information so the actions noted must be adhered to.

			<ul style="list-style-type: none"> <li>• Meetings between staff members will take place via Teams.</li> <li>• To allow for thorough daily cleaning, staff will be expected to leave school promptly at the end of the day once necessary end of the day tasks and preparation has been completed</li> </ul>	
	Staff spreading the virus: staffroom	Staff	<ul style="list-style-type: none"> <li>• Increase the number of staff break areas available. Reduce the number of staff in the staffroom for making drinks and resting. Social distancing must be adhered to <b>and class bubbles should not be mixed.</b></li> <li>• Staff must clean all pots/utensils themselves or put them immediately into the dishwasher.</li> <li>• Daily cleaning of staff areas. Cleaning materials to be provided should additional wiping down be necessary.</li> <li>• Should whole school/federation staff meetings be needed, these will take place <b>via Teams</b></li> </ul>	Notices about social distancing/cleaning etc. will be displayed as reminders.
	Staff spreading infection, breaks and lunch	Staff	<ul style="list-style-type: none"> <li>• For separation of adults and to prevent 'mixing' adults will work within their allocated classes.</li> <li>• Staff will be required to provide cover for breaks for their own class/group.</li> <li>• Lunch will be covered by a Midday meal supervisor/teaching assistant who is allocated to a class/group.</li> <li>• <b>Where cover is needed at short notice for lunchtime, children will be supervised indoors (when eating) by a member of staff who works in that bubble</b></li> <li>• Adults will ensure all surfaces cleaned before and after use.</li> </ul>	
	Safeguarding: Teacher ability to communicate throughout the day	Staff	<ul style="list-style-type: none"> <li>• Email system will be used to communicate from adults in classrooms to other staff around school.</li> <li>• <b>Staff should check their emails daily</b></li> <li>• S drive safeguarding procedures will be used to log concerns.</li> </ul>	Usual safeguarding practice applies
Full re-opening of both schools	<p>Not enough staff to operate the schools</p> <p>Key members of staff including SENCO and First Aiders are not available.</p>	Staff	<ul style="list-style-type: none"> <li>• Both schools in the Federation will operate from their own sites</li> <li>• All staff are expected to return from <b>January 4th</b> unless previously agreed with the Headteacher</li> <li>• There will always be at least one member of staff on site with appropriate first aid training</li> <li>• SENDCO support is available</li> <li>• Staff may request unpaid leave of absence with authorisation at the discretion of the headteacher</li> <li>• Although we will endeavor to have a teacher lead each group of children, support staff may be used instead of teachers to run groups.</li> <li>• Where possible shortfalls of staff will be covered by federation staff</li> <li>• Should there not be sufficient staffing available from Federation staff, one or more classes/groups may need to be temporarily closed</li> </ul> <p>If staff require additional support, they should let the HT or DHT know immediately.</p>	<p>If staffing levels reduce to an unsafe level, the school will contact the Locality Lead as specified in LA update.</p> <p>The LA are responsible for working with schools in ensure all children can return to education (as required).</p>

			<ul style="list-style-type: none"> <li>LCC Recovery Plan states it can expect staff to work in different establishments that are within a 'reasonable distance' to help alleviate shortfalls</li> <li>Counselling from the school counsellor will continue to be available</li> </ul>	
PPE/ Staff	<p>Staff spreading the virus</p> <p>Government and LA guidance states that PPE is only required for:</p> <ul style="list-style-type: none"> <li>- intimate care e.g. helping a child after an accident</li> <li>-FIRST AID</li> <li>- if supervising someone who becomes unwell and is awaiting collection.</li> </ul>	Staff	<ul style="list-style-type: none"> <li>The following PPE is available in school:</li> </ul> <p>Gloves - disposable</p> <p>Face mask – These are currently not routinely required in a primary school (unless dealing with a child who is unwell and a distance of 2m cannot be maintained)</p> <ul style="list-style-type: none"> <li><b>Staff may choose to wear face masks when they are not working within their class or office bubble</b></li> </ul>	<p>Government and LA Guidance:</p> <p>“Wearing a face covering or face mask in schools... is not recommended... the majority of staff...will not require PPE...even if they are not always able to maintain a distance of 2m”</p>
Arrival and collection	Parents and children spreading the virus		<ul style="list-style-type: none"> <li>Only 1 parent or carer should drop off or collect their child. Where possible, parents should avoid bringing siblings who are not attending school onto the school site</li> <li><b>Parents must wear face coverings when coming onto school premises for any reason including for dropping off and picking children up</b></li> <li>There should be no gathering or waiting at any times.</li> <li>Children should not play on or with any equipment during drop off or pick up</li> <li>Anyone visiting the school offices or who has an appointment in school must wear a face covering.</li> </ul> <p><b><u>Bucknall</u></b></p> <ul style="list-style-type: none"> <li><b>Parents should wear face covering when picking up and dropping off children</b></li> <li>Due to the small number of children and parents drop off will take place between 8.30-8.45. Parents should not enter the playground in the morning and should leave as soon as their child/children have been dropped off to reduce congestion outside school. Social distancing will be encouraged. Parents wishing to communicate with class teachers should communicate with the office via phone or email.</li> <li>At pick up time, parents should wait on the playground while maintaining social distancing. Children will be brought out as normal. We would ask that you leave the premises once you have received your child/children.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Breakfast club will run from 8.00am and afterschool club will run till 4.00pm. Parents must wear a face covering when dropping off or picking up for breakfast and afterschool club.</li> </ul> <p><b>Parents MUST ensure their children wear clean clothes every day. Children ARE expected to wear school uniform.</b></p> <p><b><u>Bardney</u></b></p> <ul style="list-style-type: none"> <li>• <b>Parents should wear face covering when picking up and dropping off children</b></li> <li>• Drop off and collection will only be allowed during the specified times (according to house team)</li> <li>• There will be a one-way system in operation for the start and end of the school day. <b>Children and the parent who is dropping them off</b> should enter via the double gates off Henry Lane (towards the fire station). Staff will be visible to direct children to their class as they come onto the site</li> <li>• Parents should then walk through the playground to exit via the usual pedestrian gate at the front of school. Parents who are unable to use the steps can access the KS1 playground via the pond area.</li> <li>• At pick up time parents should enter the site via the double gates off Henry Lane and then make their way through the playground, picking up their oldest children first. This will prevent parents from double backing and will ensure that distancing can be maintained.</li> <li>• Please stick to these times, do not be early or late.</li> <li>• At the end of the day staff will escort children to the playground in time for their planned pick up time</li> <li>• Social distancing will be encouraged</li> <li>• Parents will not be able to use the car park</li> <li>• If you need to communicate with the office please do so after drop off or via telephone or email</li> <li>• If you need to speak to the class teacher please contact the office</li> <li>• Breakfast club will run from 7.30am and afterschool club will run till 5.45pm. Parents must wear a face covering when dropping off or picking up for breakfast and afterschool club.</li> </ul> <p><b>Parents MUST ensure their children wear clean clothes every day. Children ARE expected to wear school uniform.</b></p>	<p>Foxhall – drop off 8.30 am, pick up 2.45pm</p> <p>Demerose – drop off 8.40 am, pick up 2.55pm</p> <p>Birch – drop off 8.50 am, pick up 3.05pm</p> <p>Scotgrove – drop off 9.00am, pick up 3.15pm</p>
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Showing symptoms	Spreading the virus from people affected.	Staff/ pupils/ parents	<ul style="list-style-type: none"> <li>• No one showing symptoms should attend for any reason. Please see latest guidance on symptoms from Public Health England, the Local Health Protection Team and the World Health Organisation</li> <li>• If you have symptoms ensure that you are tested, and follow government guidance about household isolation</li> <li>• If any child shows symptoms they will be isolated in school until they can be collected. The child must then be tested and can return to school once either negative test result is obtained or the isolation period is completed following a positive result.</li> <li>• In the case where a family refuse to take their child for a test a positive result will be assumed and the isolation period must be adhered to for that household.</li> <li>• Should positive results occur, the school will follow government guidance on contacting the local health protection team.</li> </ul>	Children showing symptoms will be isolated until they are collected from school.
Test and Trace	Engage with the test and trace process	Staff/parents/pupils	<ul style="list-style-type: none"> <li>• Staff, parents and pupils will understand that they need to be ready and willing to book a test if they or their child are showing symptoms and to self-isolate in line with the latest guidance</li> <li>• School will take advice where necessary from the Local Health Protection Team and Public Health England</li> <li>• A record of sufficient detail to support rapid contact tracing will be kept of all visitors to the school site</li> <li>• If two or more positives cases are confirmed additional advice will be sought from the Local Health Protection Team (LHPT)</li> </ul>	
Clinically Vulnerable groups	Clinically extremely vulnerable children. Pupils spreading the virus to clinically vulnerable or vulnerable family members or staff	Pupils Parents/ family member / Staff	<ul style="list-style-type: none"> <li>• Identified health needs and concerns to have been discussed with the HT/deputy and individual staff.</li> <li>• It is vital for all children to attend school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> <li>• Government guidance states that pupil's attendance at school is mandatory. School will work with families to support those who have a member of the household who has previously been classed as clinically extremely vulnerable or who has been advised to shield under the guidance for Tier 4</li> <li>• Home learning will be provided for pupils who are unable to attend school.</li> <li>• Staff who have received a letter from the NHS or their GP advising them to shield under Tier 4 restrictions should discuss their requirements with SLT</li> <li>•</li> </ul>	Government and LA guidance to be adhered to.
Other groups at increased risk of coronavirus	Those at risk due to ethnicity, pregnancy or age (over 60)		<ul style="list-style-type: none"> <li>• These groups should take particular care to observe good hand and respiratory hygiene</li> <li>• Maintain a two metre distance from others, where this is not possible ensure that contact is for as brief a time as possible and may choose to wear a face covering</li> <li>• Staff with particular concerns should discuss these with SLT</li> </ul>	Government and LA guidance to be adhered to. Staff have been made aware of the guidance.

Pupils with SEND	Pupils having special educational needs which make them more susceptible to infection.	Pupils with SEND	<ul style="list-style-type: none"> <li>• EHCP and IEP will endeavour to fulfil these targets. Children with an EHCP whose needs can not be fully met at this time will be identified and discussion with parents will take place in order to discuss the best course of action.</li> <li>• Additional Risk assessments may be completed for pupils with EHCP/additional needs to ensure school is a safe environment</li> </ul>	
Spreading the virus	Children spreading the virus: hand washing	Pupils	<ul style="list-style-type: none"> <li>• Hand washing and sanitising frequently- on entry, when coming in from play, before lunch</li> <li>• Good respiratory hygiene will take place 'catch it, kill it, bin it'</li> <li>• Classroom sinks to be set up as hand washing stations only with soap and hand towels.</li> <li>• Hand sanitizer can be used when moving from one activity to another within a class base once initial hand washing has taken place. Children will be supervised using hand sanitiser.</li> <li>• All returning children to be taught how to effectively hand wash, this will be monitored and a recap given if necessary.</li> <li>• Where pupils struggle to wash their hands, staff will need demonstrate and support children to achieve independence with the task. Hand sanitizer may be used after to support this process.</li> <li>• Hand sanitizer is not a replacement for hand washing but can be used after initial hand washing has taken place.</li> <li>• Classrooms <b>will have windows open enough to provide constant background ventilation. External doors may also be opened at intervals throughout the day to provide a change of air for example when classrooms are unoccupied at playtimes</b></li> <li>• <b>Parents may choose to provide pupils with additional layers of indoor clothing. Pupils are expected to wear school uniform.</b></li> </ul>	Adhering to government and LA guidance
	Children spreading the virus: small groups	Pupils	<ul style="list-style-type: none"> <li>• All children to remain in allocated classes/groups</li> <li>• Break times will be staggered</li> <li>• Staff will remain with their allocated groups where possible</li> <li>• Resources and equipment should not be moved between groups</li> <li>• Where possible social distancing we be adhered to. Tables will be laid out for maximum social distancing, facing the front where possible.</li> <li>• All children will have their own resources to be kept in their tray/<b>personal resource pack</b></li> <li>• Children will keep their own school water bottle on their desk</li> <li>• <b>School water bottles will be washed daily in the dishwasher</b></li> </ul>	
Safe Guarding	Safeguarding concerns	Pupils	<ul style="list-style-type: none"> <li>• Usual safeguarding practices will be in place. Designated Safeguarding Leads will be available.</li> <li>• Communication with all parties involved will be through telephone conversations or video calls where appropriate.</li> </ul>	All usual policies related to safeguarding are still in place and all staff will continue to adhere to them.

Illness	Children who are ill	Pupils/ Staff Families	<ul style="list-style-type: none"> <li>• Children showing symptoms will be isolated until collected. Children will be isolated in the office area with the door closed and the window open. An adult will to monitor the child.</li> <li>• If they require the bathroom, they will use the disabled toilet as this will not be in use by other children. This toilet will be cleaned before any other child uses it.</li> <li>• Any waste or items that need discarding will be double bagged and placed directly into the outside bin. If the child is ill, but not symptomatic of COVID-19 the same process will be followed.</li> </ul>	
	Confirmed case of COVID-19 within school and containing the spread of infection	Staff Pupils	<ul style="list-style-type: none"> <li>• If a member, either staff or a pupil, of class/group is sent home with symptoms, they are expected to attend at the nearest testing point in order to be tested. Where a positive test result is given, school will follow current government guidance, <b>seeking advice from Public Health England or the Local Health Protection Team where appropriate.</b></li> <li>• Where test results are negative, the child may return to school</li> </ul>	
Preparation of Classes	The spread of the virus	Staff Pupils	<ul style="list-style-type: none"> <li>• Removal of soft furnishings and soft toys from all rooms where possible</li> <li>• Equipment and resources SHOULD NOT be moved between classrooms</li> <li>• Where possible toys will be thoroughly cleaned using disinfectant such as Milton</li> <li>• If practical activities are taking place, equipment used should stay in one room, used only by one group and be cleaned between uses.</li> <li>• Each classroom will have cleaning fluid and wipes. All surfaces must be wiped down regularly throughout the day</li> <li>• Each classroom will have first aid equipment</li> <li>• Reading books will be sent home on Monday and where necessary changed once a week.</li> </ul>	
	The spread of virus when undertaking practical learning - EYFS groups	Staff Pupils	<p>Nursery and Reception children will follow the above points</p> <ul style="list-style-type: none"> <li>• Children will have limited resources; they will wash or sanitize hands when changing activities.</li> <li>• Class toys will be cleaned/sterilised at the end of each day and resources will not be shared between groups</li> </ul>	
Break times	Groups mixing during break time and the virus spreading	Staff Pupils	<p>Bucknall:</p> <ul style="list-style-type: none"> <li>• As the school is one bubble, playtimes will be for all children at the same time</li> </ul> <p>Bardney:</p> <ul style="list-style-type: none"> <li>• The school field <b>if dry</b>, and playground will be sectioned off and each group will have their own allocated outdoor space. Breaktimes will be staggered. Children will not mix with pupils from other groups</li> <li>• Children will be escorted to outdoor play areas</li> </ul>	
Outdoor learning	Groups mixing during break time and the virus spreading	Staff Pupils	<ul style="list-style-type: none"> <li>• Outdoor learning is encouraged but groups should not mix.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Staff will need to be aware that access to outdoor spaces will need to be planned, taking into account staggered playtimes and other classes <b>PE sessions</b></li> <li>• Inform all groups where you will be working outside so that accidental mixing of groups will be avoided.</li> </ul>	
Lunch Times	Spread of the virus through food service and group mixing	Staff Pupils	<ul style="list-style-type: none"> <li>• No hot food will be served in school</li> <li>• Children can bring snacks and lunch in their lunch box</li> <li>• Supervision at lunchtimes will be provided through staggered lunchtimes by staff</li> <li>• Children will keep their own water bottle</li> </ul>	
Staff and Pupil well being	Staff and pupils well being suffers.	Staff Pupils	<ul style="list-style-type: none"> <li>• Mental health and wellbeing activities will be available to children in school.</li> <li>• Regular PSHE/Nurture and wellbeing activities will give children chance to talk, identify and be offered reassurance.</li> <li>• Staff working both on and off site will continue to be offered support through SLT and the counsellor either face to face or remotely.</li> <li>• PE will continue to be taught <b>this will take place outside where possible, equipment will be sanitised regularly</b></li> <li>• <b>Music will be taught, however, singing and the teaching of wind instruments will not take place as there is insufficient space in classrooms for appropriate distancing to take place. Instruments will not be shared and will only be handled by one child in each session</b></li> <li>• Collective Worship will take place in classrooms daily</li> </ul>	Our school will focus on the well being of our school family before moving on to curriculum. This is crucial in order to support our children moving forward as learners.
Curriculum And Home Learning	Maintaining the Curriculum	Pupils	<ul style="list-style-type: none"> <li>• <b>We will aim to teach a broad and balanced curriculum. All areas of the curriculum will be taught. Teachers will address gaps in pupils' knowledge through carefully sequenced teaching.</b></li> <li>• Any children who are not able to be in school on medical advice linked directly to Covid-19 will be supported with home learning <b>via Teams, this will be in line with the DFE's expectations for home learning</b></li> </ul>	Adults will use their judgment to ensure they identify where children will need support as they move forward.
Fire safety	The evacuation of the building in the event of a fire	Staff Pupils	<ul style="list-style-type: none"> <li>• In the event of a fire the school will follow our current fire drill procedures. However, staff will have been informed of the assembly point for the children in their zone.</li> </ul>	
Contractors, Deliveries and outside agencies arriving at school	Spread of infection coming into school from different sources	Staff	<ul style="list-style-type: none"> <li>• Deliveries will arrive at the School's main entrance and will be placed in the entrance; pupils will not access this area.</li> <li>• Where possible, goods should be cleaned thoroughly. Staff will follow good hand washing regimes.</li> <li>• All statutory duties are and will continue to be maintained e.g. legionella, pest control and fire systems.</li> <li>• Where possible, contractors, deliveries or other visits to school will be made outside of operating hours.</li> <li>• All outside agencies will be expected to follow school and government procedures</li> </ul>	



			<ul style="list-style-type: none"> <li>• Any visitor entering the school buildings will need to wear a face covering</li> <li>• Contractors will be expected to adhere to their own Covid-19 risk assessment</li> </ul>	
General cleaning	The spread of the coronavirus within the school building	Staff Pupils	<ul style="list-style-type: none"> <li>• Cleaning will be undertaken by cleaning staff who usually work within the federation. Cleaning staff will clean specific zones which have been allocated to them.</li> <li>• Additional cleaning of high use surfaces and door handles will take place in the middle of the day by adults in zones.</li> <li>• Cleaning in each zone will take place around the staggered start and finish times</li> <li>• Staff should clean their hands before and after using the photocopier.</li> </ul>	Guidance: Expected Additional cleaning requirements

**Staff, parents and governors need to take the time to look through this document VERY CAREFULLY. This is the information that will be in place to keep us all safe. It is important that you fully understand the information here as you will be expected to follow all guidance within the document.**

**This document has been written taking into account the current advice (this may be subject to change). However, we have also made decisions that we feel are appropriate to our schools and to keep us all safe – a responsibility that falls to us all and that we take incredibly seriously.**