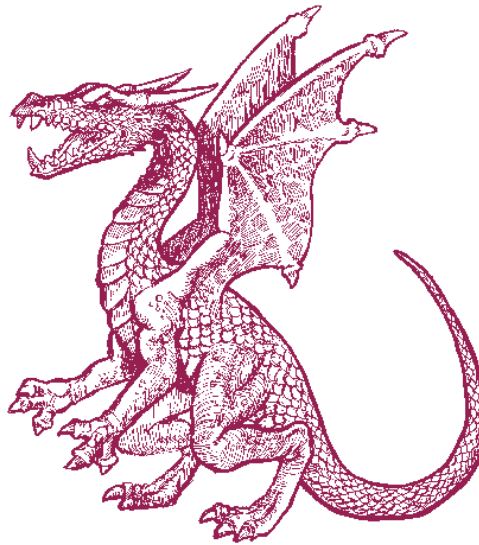


Southbury Primary School



Risk Assessment in response to COVID19 outbreak

To be in place for full re-opening of school from 3rd September 2020

This Risk Assessment was completed taking into account the guidelines from the DfE

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

And the Checklist linked to this produced by NEU/GMB/Unison/Unite unions

https://neu.org.uk/media/11476/view?link_id=0&can_id=813be678a0dfdef5f67438a31f700422&source=email-fyi-form_value-default-checklist-for-a-safe-september-reopening-2&email_referrer=email_856110&email_subject=fyi-form_value-default-checklist-for-a-safe-september-reopening

To ensure complete transparency, this Risk Assessment is available on the school website

DfE - Keeping separate groups (bubbles) whilst maintaining social distancing between individuals, run in tandem. They are not alternative options and both measures will help - but the balance will change based on; children's ability to distance, the layout of the school, the feasibility of keeping distinct groups separate whilst offering a broad balance curriculum.

*DfE - Schools should assess their circumstances and, if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized bubbles. Whatever the size of the group, they should be kept apart from other groups where possible. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Ensure no unnecessary mixing. **School to identify the largest bubble size for their school (year group/phase) which allows them to 'deliver the full range of curriculum subjects and students to receive specialist teaching'.***

The use of 'bubbles'

We will work within bubbles of 30 at most times throughout the school. For the purposes of specialist, group and individual teaching and where necessary because of physical constraints, spaces will be shared and we will create a larger bubble. Within this larger bubble, children may share equipment, rooms, toilets, playground space etc. However, wherever possible, we will work within the smaller bubbles at most times and prevent unnecessary mixing within the larger bubbles. In this way we will reduce contamination across the larger bubble.

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Risk assessment is not followed in certain areas or situations	Staff, pupils, parents/ carers/ community	To retain the H+S team, including Headteacher, Site Manager and Deputy Headteacher. All staff are aware that they should report any concerns to one of the Headship team. H+S team to assess and if necessary update the risk assessment on a weekly basis	Ensure weekly monitoring and follow up issues raised	H/T Site manager H+S team	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 1 Someone in school has Coronavirus, either showing or not showing symptoms	Staff, pupils, parents/ carers community	<ul style="list-style-type: none"> Ensure parents are clear on the expectation that the child should stay at home if they, or a family member, show any symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus Expectation clear that, if a child shows symptoms, either at home or is sent home from school they must get tested immediately and inform school of outcome as soon as it is known https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested If a child is deemed unwell whilst at school, they are removed from the group A child showing symptoms can be taken to the sheltered area in the infant playground where they will be assessed and, if necessary, to await collection by parent/carer. This 	Letter to parents explaining expectations PPE available if symptoms are noted	Headteacher Deputy Headteacher Teachers	Controls in place

		<p>must be away from the welfare room as this is used for more general purposes</p> <ul style="list-style-type: none"> • An adult to monitor child and assess symptoms • PPE available for child until collected + adult waiting with them • Limited use of the welfare room during the day to ensure H+S is paramount and mixing of bubbles is reduced: <ul style="list-style-type: none"> ❖ First Aid kits (including a thermometer) for each corridor bubble for minor injuries to be administered by the staff in bubble or call for welfare ❖ External (outside) first aid given where possible during playtime to reduce need to enter welfare room (if head bumped to go straight into welfare room) • Thermometer also available in welfare room to measure temperature should a pupil appear unwell • If staff member shows symptoms, send for testing immediately • If a child/staff member is tested positive, the 'group bubble' children (and any additional staff working in bubble') are sent home for 14 days isolation • Clean room after child/adult with suspected virus has left. Everyone involved washes hands thoroughly. 	<p>Ensure resources are in place</p> <p>All staff know procedures</p>		
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 2,3,4 Ensure we have the highest standard of hygiene in the	Staff, pupils, parents/c arers community	<p>Handwashing:</p> <ul style="list-style-type: none"> • Handwashing/sanitiser facilities in every room which all children must use on arrival at school • Handwashing for all staff and pupils on arrival in school and at regular intervals from then on • Staff to remind pupils about regular handwashing 	Monitoring by Headteacher Deputy Headteacher	Headteacher Deputy Headteacher	Controls in place Further action ongoing

<p>school</p>	<ul style="list-style-type: none"> • Soap must be available in all classrooms and toilet facilities • Hand washing facilities soap/gel in all key areas eg. reception, staffroom • Stock of soaps/sanitisers maintained and ordered regularly • Site Manager to replenish stocks of soap throughout the school day where possible • Block off drinking fountains <p>Respiratory hygiene:</p> <ul style="list-style-type: none"> • Tissues to be available for all staff and pupils to follow the catch it bin, it kill it advice • Lidded bins provided in classrooms to dispose of used tissues. To be cleared daily and bagged securely • Public Health do not recommend the use of face coverings in school • Children who arrive at school by bus will have face masks which they must take off and store correctly as follows: not touch the front of the mask during use or when removing it; if a temporary mask, it must be put in a lidded bin or closed waste bag, if it is re-useable it must be put in a plastic bag that they can take home with them again. They must wash their hands before taking the mask off and again, once they have disposed of it. They can then go to the classroom. <p>Cleaning:</p> <ul style="list-style-type: none"> • Cleaners focus daily on surfaces that are at risk of transferring the virus - tables, door handles etc • Extra cleaning during lunchtime for high use shared areas • PPE worn by cleaners including gloves, tabards/aprons, mask if required and disposed of securely daily • Identification of high use communal areas around the 	<p>Continuous reminders</p> <p>Maintaining stock handwash facilities Purchase bins</p> <p>Maintaining stock of cleaning products</p>	<p>Headteacher/ Office Manager/ Site Manager</p>	<p>Bins in class</p>
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		<p>school which will need surfaces cleaned daily</p> <ul style="list-style-type: none"> • All staff to clear away personal items, rubbish and ensure they clean away their dirty cutlery and crockery • Reduce the number of soft toys/furnishings from classroom which are hard to clean • Cleaning of lunch tables after use • If someone tests positive, and the bubble is sent home, the room and shared areas used by that person to be thoroughly cleaned and locked for 72 hours • Note further information to be provided by DFE on cleaning of non-healthcare settings <p>Maintenance and upkeep:</p> <ul style="list-style-type: none"> • Updating of 'Managing school premises during coronavirus' form prior to reopening in September • Fire drill practice to ensure bubbles are maintained in an emergency 			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
<p>PREVENTION 4,5 Shared use of equipment/space may increase the risk of contamination</p>	<p>All staff, pupils families</p>	<ul style="list-style-type: none"> • Equipment used continuously by a child to be allocated to that child, e.g. pencil, pen, ruler • Shared items of equipment used daily e.g. maths resources, books, to be shared only within the bubble using that classroom or, where necessary, by a set using that classroom which is in the same larger bubble • Phonics/Maths teaching to be taught in groups in allocated rooms • Equipment to be shared across a larger bubble, (year group) e.g. PE/music equipment to be allocated to larger bubbles and shared only within this bubble. To leave 	<p>Ensuring enough resources for individual /group and bubble allocation</p>		

		<p>equipment over the weekend for 48/72 hours (not used on Fridays if necessary) to reduce risk of contamination</p> <ul style="list-style-type: none">• To ensure children don't bring in any unnecessary equipment from home (agreed items; water bottles, lunch box if packed lunch, PE kit) <p>PE/Music</p> <ul style="list-style-type: none">• All PE for the first half term to be outside only and reviewed for Autumn 2• Music in rows in music room and any instruments used wiped down after use• Children facing the front wherever possible - not facing each other• Ensure good ventilation in halls where above activities are taking place• Use of IT suite - keyboards and other items touched regularly to be cleaned down between class use. If possible to; use only for one larger bubble daily, child uses same computer on each visit• To ensure no cross-contamination of tables etc during lunchtime between different year group bubbles. Clean surfaces after use by each large bubble. <ul style="list-style-type: none">• Eating lunch in the classroom• Ensure handwashing before and after lunch• Outdoor play equipment to be used by larger bubble groups• Clean outdoor play equipment (or leave for 48/72 hours)			
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What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
<p>PREVENTION 5 Difficulty of ensuring social distancing</p>	<p>All staff and pupils</p>	<p>Parents:</p> <ul style="list-style-type: none"> • Ensure staggered start and finishing times so that parents do not crowd at drop off and pick up times • Use separate entrances and exits to reduce number of pupils using each point • Set up drop off/collection points to avoid contact with other adults • Limit number of parent/visitors in reception area - one/two at a time with queue outside of school gates • Only one parent to bring and collect child each day • SLT member at each gate in morning and afternoon to facilitate drop off and collection <p>Children</p> <p>In classrooms:</p> <ul style="list-style-type: none"> • Agreed mixing of classes within larger bubbles only to facilitate sets, small group work, shared space where necessary etc - whilst limiting interaction as much as possible even within the larger bubble • Classrooms laid out with front facing desks (year 2-6) • To remind adults and older children regularly of the need for social distancing • Pupils and staff to remain within their 'group bubble' /building unit/corridor and avoid mixing with other larger bubbles • Windows and outside doors open as much as possible to increase ventilation • Medical equipment e.g. asthma pumps, epipens, to be kept in a safe place in the child's home classroom to avoid need 	<p>Communication with parents</p> <p>Signage prepared</p> <p>Monitoring throughout day by SLT</p>	<p>SLT</p> <p>SLT</p>	

		<p>to go to medical room. Medical information to be copied and kept in both classroom and medical room</p> <ul style="list-style-type: none">• Use outdoor space as much as possible to limit transmission and allow better social distancing in the larger space <p>Playtimes/lunchtimes</p> <ul style="list-style-type: none">• Playtimes within larger bubbles taking advantage of three separate playgrounds• Lunch to be eaten in bubbles in classrooms. Clean tables and rooms when children are outside <p>Staff</p> <ul style="list-style-type: none">• Staff to not enter classrooms belonging to other bubbles unless absolutely necessary• Staff who move between bubbles (PPA/cover/support) to maintain social distance from children as much as possible• School to try and reduce the number of bubbles PPA/cover/support staff are required to work in, keeping them within larger bubbles where possible• 2m space identified around teacher desk in classrooms to support children in understanding social distancing and for use by PPA /cover staff who move between bubbles• List kept of which staff have been in which bubble in case of requirement to close bubble• Staff to ensure they maintain social distancing at all times outside of the classroom including in staffroom/at lunchtimes• Staffroom - to limit numbers allowed in staffroom to enable staff to maintain social distancing• Staff on duty to ensure they maintain social distance in the playground between themselves• Staff business meetings and CPD/INSET - to take place			
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		<p>in KS2 hall to allow staff to socially distance effectively</p> <ul style="list-style-type: none"> Record to be kept of all visitors to the school during the day e.g. specialist, therapists, SEND support, contractors (if absolutely necessary during school hours) <p>Breakfast club and After school activities</p> <ul style="list-style-type: none"> No breakfast club or after school activities to be offered for at least the first two weeks of Autumn term To review this during the first two weeks and create bubbles for breakfast club No ad hoc booking of breakfast club Maintain social distancing as much as possible 			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
<p>PREVENTION 5,6 Individual children with complex needs and those with behaviour issues not adhering to social distancing, bubble management etc</p>	<p>Staff and children experiencing increased anxiety and potential for infection to be spread through an increase in sensory/comfort seeking behaviours</p>	<p>Complex needs</p> <ul style="list-style-type: none"> Risk assessments to be completed on children with EHCP/or with identified needs if there are concerns re transmission of virus If necessary, PPE to be worn by adult as per risk assessment Half day provision to be considered if appropriate Ensure parents understand the provision on offer and how it will be managed for their child (in terms of EHCP provision in particular) School to ensure named one to one staff for individual children who require this Consider identifying a separate space for provision (temporarily) if the child could be a health and safety risk to others Environment and daily routine maintained with few changes 			

		<p>wherever possible</p> <ul style="list-style-type: none">• Children encouraged to wash hands regularly and are supervised to do so• Staff working one to one to regularly wash hands• Surfaces to be wiped and dried when children have licked/stroked furniture wherever possible (cleaning spray and gloves will be available)• Reducing the number of things touched during the day and washing of this equipment daily• Parents to be made aware that, if the linked adult is absent, they may be asked to collect the child if they show signs of distress• Social distancing to be practised wherever possible• Items that have been chewed or licked will be cleaned or disposed of if necessary• Staff supported to manage risks as they arise• Cleaners directed to clean the areas used on a daily basis <p>Behaviour</p> <ul style="list-style-type: none">• Where a child's behaviour puts others at risk of infection (spitting, refusal to follow hygiene or bubble rules etc), consideration will be given to preventing this child from attending school, including if a child requires to be 'handled safely' (approach style) and therefore risks infecting staff through close contact• Where a child needs to work home, but is not necessarily excluded, home learning to be offered whilst they are not in school• Ensure process is in place for return to school as quickly as possible (1/2 days only)• See addendum to Behaviour Policy			
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What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
<p>RESPONSE 7,8,9 Lack of proper response to an infection could result in wider spread</p>	<p>Staff, pupils, parents</p>	<p>School knows Test and Trace procedures as follows: Staff and parents/carers informed that they will need to be ready to:</p> <ul style="list-style-type: none"> • Book at Test - https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or ring NHS 119 if no internet access • Provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS test and trace • Self-isolate if they have been in close contact with someone who has developed symptoms or had positive test <p>Staff /parents to inform school immediately they know their result. If negative - stop isolating and relatives can stop isolating If positive - follow the stay at home guidance - and continue to self-isolate for at least 7 days. Can return to school with cough/loss of smell and taste since these last longer than the infection Family members continue to self-isolate for 14 days https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Management of confirmed cases within the school community Act quickly- contact local Public Health England Health Protection Team: North East London Health Protection team:</p>			

		<p>necl.team@phe.gov.uk phe.nenclhpt@nhs.net Telephone 020 3837 7084 (option 1) Out of hours advice 020 7191 1860</p> <ul style="list-style-type: none"> • School to send home those people who have been in close contact with the person tested positive • Phone parents/carers of the children in the bubble and tell them to collect straightaway • Investigate if any others should go home due to close contact - see guidance for details • Must isolate for 14 days • Households of those sent home do not need to isolate unless person develops symptoms • Parents/carers, staff asked to contact school if they/their child develops symptoms • School tell parents/carers/staff to ensure test is done and tell school the outcome - if it is positive 7day/14 days' isolation necessary <p>Contain any outbreak by following local health protection team advice:</p> <p>Leaders to closely monitor any outcomes from testing. If someone is showing symptoms and has taken a test, they are responsible for informing the school of the result. If the school does not hear from them, they should follow up at least daily to check outcome so that further decisions can be made. If more than one person is tested positive within 14 days, Head to contact Public Health as above and any decision re closure of more bubbles will be taken jointly with Public Health.</p>			
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What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Staff well-being is adversely affected	Staff	<ul style="list-style-type: none"> • New Risk assessment from 3rd September shared with all staff • Clarity on expectations particularly in terms of bubbles • INSET day at start of term to give staff opportunity to seek clarification on anything • To ensure sharing of information with staff as to decisions being made, particularly if someone tests positive • Staff adhere to the Social Distancing expectations - all staff to model • Staff to be made aware that H+S is everyone's responsibility at all times • Staff know who to raise any H+S issues with if they cannot resolve them themselves • Publicise Education Support 08000 562 561 helpline counselling service • Where adults from the same bubble have lunch break together - still need to ensure they maintain social distancing at all times 		Headteacher	Controls in place
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Pupil well-being is adversely affected	Pupils	To ensure opportunities are in place during Autumn 1 for discussions in the classroom around the impact of the pandemic on them and their families, e.g. using 'Transitioning back to schools and settings as lockdown lifts 50+ practical ideas for primary schools' (on Enfield Thrives Together website)			

		<p>To ensure teachers and TAs identify children who are finding the transition back to school hard and raise with SENCo</p> <p>To provide opportunities for exercise outdoors</p> <p>To focus on behaviour for learning within the classroom</p>			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Staff ratios are low due to absence	Staff and pupils	<p>School will continue to follow Government guidelines regarding staff attendance. From September, all staff can return to school. However, should the situation change, any new advice will be followed.</p> <ul style="list-style-type: none"> • Those who are clinically extremely vulnerable and who may still need to be strict about social distancing, must discuss their situation with the Headteacher before 3rd September • Where possible, the school will try to be flexible in allocating roles but this may not always be possible • At times, staff may need to self-isolate and/or take tests which will mean absence from school. This will be managed in the same way as schools would usually manage, e.g. by re-allocating roles, using cover staff etc <p>If the necessary ratios cannot be maintained due to staff absence, consider other actions such as:</p> <ul style="list-style-type: none"> ❖ ECHP pupil requiring additional support, to be asked to stay at home for a temporary period of time if their supporting adult is absent ❖ Reduce number of classes by keeping some children at home for a period of time until staff return from absence 	Continue to monitor action identified as the situation changes	Headteacher Deputy Headteacher	Controls in place

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Children will miss out on learning if part or all of the school needs to close due to an outbreak in the school or in the community	Pupils	<p>Remote Education Support</p> <p>The school will ensure initial systems for home learning are in place</p> <p>Teachers to identify resources that children have to work with at home and plan to fill gaps as necessary</p> <p>Teachers to know expectations for home learning</p> <p>Support staff to know expectations for home learning</p> <p>Pupils to know expectations for home learning</p> <p>Schools to contact parents regularly during closure to support home learning</p> <p>Improving Blended Learning and ensuring a smooth transition between home and school learning, is key target on School Improvement Plan 2020/21</p>			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Staff feel overloaded particularly in time of closure	Staff	<ul style="list-style-type: none"> • Planning for closure needs to be shared with staff • Systems in place for keeping in contact should closure occur • Expectations for home learning to be manageable for teachers (taking into account their home circumstances) and shared where possible <p>Staff workload is always considered</p> <p>To continue to provide PPA time for preparation for in school learning</p>			

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Safeguarding of pupils	Pupils	<p>See separate Safeguarding/Child Protection Policy and Addendum relating to COVID19 re-opening from 03.09.2020</p> <p>Safeguarding during full opening - practices remain the same as usual but need to consider:</p> <p>PUPIL ABSENCE ONCE RE-OPEN</p> <ul style="list-style-type: none"> • Children who are absent and do not return to school on 3rd September to be contacted immediately • Parents are informed of the expectations • Ensure absence procedures are followed through from the start • AHT with responsibility for absence monitoring to be kept informed of absent children and particularly those whom the school would class as vulnerable <p>CHILD PROTECTION</p> <ul style="list-style-type: none"> • Child protection procedures remain so any concerns are reported in the same way through cause for concern forms • Safeguarding leads known to all staff members • If DSL is absent, ensure another trained safeguarding member of staff is allocated as DSL • Current safeguarding procedures and checks should be maintained • Increase the number of trained first aid staff through online courses • All behaviours that are challenging should be managed using the school's behaviour policy 			

	<ul style="list-style-type: none">• If behaviour makes the school unsafe (e.g. through not complying with social distancing/hygiene) the child could be deemed unsafe to come to school - see below• Safer handling policy remains in place <p>SAFEGUARDING DURING PARTIAL OR FULL CLOSURE:</p> <ul style="list-style-type: none">• Ensure DSL/s are aware of which vulnerable children are not in school• Organise for phone calls to be made regularly to these vulnerable children• SENCo maintains list of which children with EHCPs are at home and those in school• SENCo to risk assess any EHCP child who is not at school to ensure that needs are being met at home and keeps in regular contact with them• Ensure a member of staff with medical training is on school site at all times• If rotas are required, ensure a DSL, member of SLT and First Aider is If DSL cannot be on site, remote accessibility will suffice• Contact numbers for the MASH team are in the Child Protection Policy <p>Fire Safety:</p> <ul style="list-style-type: none">• Ensure exit instructions in each classroom are correct that that staff working within the classroom are aware of them• To have practice fire drill shortly after opening to ensure all staff know the relevant muster points• To ensure that fire exits and muster points reduce the mixing of larger bubbles as much as possible			
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What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Trips outside of the school could add anxieties to staff, children and parents due to virus transmission	Pupils /Staff	No trips to be taken for the Autumn term To be reviewed in the Spring term			