



NEWBOLD SCHOOL RISK ASSESSMENT

MEASURES TO PREVENT/CONTROL THE SPREAD OF COVID- September 2020

Authors: J Crissey. M. Jennings.

Reviewed by L Proud.

To be Ratified by Newbold School's Board of Governors on 19th March 2021.

NB - This risk assessment is a working document that will be reviewed and updated regularly as new information is given to schools. It was written using the following government guidance documents for opening in March:

1. Schools Coronavirus (COVID-19) Operational Guidance, February 2021
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/967139/Schools_coronavirus_operational_guidance.pdf
2. Stay at home guidance (Feb 21)
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

3. Test and Trace guidance <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
4. Safe working in education, childcare and children's social care: 1/3/21
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
5. Ventilation and air conditioning during Coronavirus (no date given):
<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>
- 6.

We have followed the 'System of controls', which is a set of actions that schools must take, identified in DfE guidance (Guidance for full opening: schools: published 7th August, 2020, updated 28 August 2020) in order to effectively reduce risks in our school and create an inherently safer environment. The country entered another National Lockdown on 5th November 2020 - this time schools are staying open. Some changes to our risk assessment were made after a staff meeting on inset day (2 Nov 2020) reviewing the measures implemented over the last half term (changes in pink)

SECTION 1 - SITE MANAGEMENT

Types of risks:

- a) risk of cross infection through parents, staff and pupils entering school together. Need to minimise risk of contact with potential infection.
- b) visitors entering school possibly carrying infection
- c) unwell pupils/parents/staff entering school and infecting others

Specific risk	Risk for	Control Actions	Who will do it?	When?
1. Fire safety. New routines due to C-19 could cause confusion in the event of fire.	Staff pupils visitors	Review fire evacuation plans and confirm fire evacuation procedures with staff before school opening. (These will be as they were for Autumn Term) Check fire alarm is working and all usual weekly fire safety checks. Conduct a whole-school fire evacuation drill at the beginning of term.	J Crissey, L Proud, M Jennings J Gungadoo J Crissey	8th March 2021
1.2 Children and staff being too close to each other, in terms of Covid risks.	Staff and pupils	Create social bubbles as follows: Bubble 1: F1 and F2 Bubble 2: Y1-2 Bubble 3: Y3-4 and Y5-6 Pupils must remain in their designated social bubbles. They can interact with others within their own bubble but not with children in other bubbles.	Class teachers All staff	Rules to be emphasised to children in March 2021

		Staff should, where possible, maintain social distancing with each other and with pupils. Staff can move amongst classes if needed (e.g. to cover etc...) However, staff should not enter the Early Years classroom unless invited. NB - ice-packs are kept in the Early Years fridge; if an ice-pack is needed, a member of staff should knock on the door, request the ice-pack and wait until it is handed out to them.		
1.3 Children, parents and staff becoming complacent about social distancing once school starts and not adhering to social distancing	Staff, pupils and visitors	<p>Posters to remind everyone about social distancing to be displayed. Posters on hand washing and respiratory hygiene will also be displayed.</p> <p>All staff must play their part in reminding others of social distancing</p>	J Crissey	March 2021

<p>1.4 The risk of infection being brought into school by delivery personnel, parents and other non-staff visitors.</p>	<p>Staff, pupils.</p>	<p>Parents will not be allowed to enter the school building unless invited.</p> <p>Cleaning will take place after school hours so there will be no contact with staff or children. Frequent cleaning duties during the day will be shared among all staff.</p> <p>Deliveries will be dropped at the front door, where possible. If the delivery is too heavy for staff to carry inside, the delivery person will be asked to bring it into the front reception hall or staff room. Staff will remain 2 metres away from delivery personnel at all times.</p> <p>Any surfaces that may have been touched will be cleaned immediately after departure.</p> <p>Attendance to the setting should be restricted to children and staff, as far as practically possible; parents and visitors should not be permitted into school unless essential (e.g. essential building maintenance, interview for new staff). Volunteers will be allowed in school but must follow social distancing rules at all times.</p> <p>Where essential visits are required, these should be made outside of the usual school hours where possible.</p> <p>All board/committee involvement, should where possible, be conducted via virtual conferencing.</p> <p>New family visits should be done virtually or outside of school hours.</p>	<p>J Crissey J Gungadoo</p>	<p>March 2021 onwards</p>
---	-----------------------	---	---------------------------------	---------------------------

		Barrier: Delivery people may not read signs and may not observe social distancing. This will not always be in our control		
1.5 Risk of infection being brought into school by parents dropping off and picking up	Pupils, staff, other parents	<p>Parents will be informed of entrances and exits to use, in our one-way system, for pick up and drop off.</p> <p>We must ensure that children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing those symptoms during the day is sent home.</p> <p>All parents are to follow the one-way system:</p> <ul style="list-style-type: none"> - IN THE MORNING - enter school premises via the iron playground gate and walk to their child's classroom door and leave promptly via the wooden gate on Popeswood Road. - AT 3.30PM - enter school premises via the wooden gate on Popeswood Road and wait outside their child's classroom (on markers) - leave promptly via the iron playground gate. <p>Parents/carers to wear face coverings when on the school premises. One parent is exempt so we will provide her with a face shield.</p>	J Crissey and all staff on morning/afternoon duty.	From the 1st day of school - 8th March 2021
1.6 Parents are used to socialising on site after pick up and drop off. This could increase risk of infection.	Staff, pupils and other parents	Parents must leave immediately after drop off and pick up. There is to be no lingering in the playground or church grounds either before or after school.	Mrs Crissey and/or Staff on morning/afternoon duty.	From March 8th indefinitely

<p>1.7 Risk of an infected person entering the school and spreading COVID-19</p>	<p>Staff, pupils and other parents</p>	<p>Nothing is to be brought in from home except a water bottle, plus a change of clothes for EY children. No toys, backpacks, pencil cases (or similar) are to be brought in from home. Lunch boxes should be wipeable plastic. Book bags will be allowed this time.</p> <p>Any child who has needed to take any form of paracetamol or ibuprofen for Covid symptoms will not be allowed into school for 10 days after symptoms have ended (or a test returns a negative result).</p> <p>Any child who displays signs of a high temperature, new and persistent cough, loss of, or change in, normal sense of taste or smell (anosmia), however mild, will not be allowed in school, and must self isolate for at least 10 days starting from when the symptoms begin. If a negative Covid test result has been returned, the child can return to school - unless anyone else in the household is showing symptoms.</p> <p>EY children having difficulty settling after the prolonged break and change in routine will remain outside in the EY garden with a parent and member of staff until the child is ready to enter with the staff member (and without the parent)</p> <p>We will check each child's temperature (using a non-contact thermometer gun) and they will be sent home if their temperature is raised to 37.7 or above.</p> <p>Any family that has broken the national lockdown (e.g. attending a birthday party - either in or out doors - or mixing with other families/children outside</p>	<p>Teachers and assistants will monitor this situation and bring reported breaches to Mrs Crissey or Mrs Jennings</p>	<p>From March 8th</p>
--	--	--	---	-----------------------

		of school will not be allowed to enter school and will be asked to self-isolate for 10 days.		
1.8 Risk of deer ticks due to school grounds not being tended to during the summer holidays.	Staff, pupils	The grass will be cut before school opens but as it hasn't been cut for many weeks, there is an increased risk of deer ticks (as deer live in the neighbouring field). All staff, children and parents/carers to be made aware. Children to be checked and staff to check for ticks daily at home to help prevent lyme disease.	J.Gungadoo	More relevant in summer 2021
SECTION 2. CLEANING AND HYGIENE (Taken from Covid-19 cleaning of non-healthcare settings) Types of risks: a) virus being placed inadvertently on surfaces and/or objects and being picked up by someone else b) cleaning not being done thoroughly enough to remove virus c) products not being strong enough to remove virus d) cleaning supplies not available				
2.1 Staff picking up virus from contaminated surfaces while cleaning	staff	<p>Use disinfectant to clean potentially infected surfaces.</p> <p>Aprons, gloves, masks and visors must be worn whilst cleaning areas where an infected person has been.</p> <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <p>Staff should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within</p>	J Crissey M Jennings	March 2021

		2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.		
2.2 Cleaning & disinfecting	Infection risks for everyone	<p>More frequent cleaning of each classroom and areas accessed.</p> <p>Cleaners or day staff to:</p> <p>Clean AND disinfect frequently touched surfaces throughout the day</p> <p>This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</p> <p>Evening cleaners to use a disposable cloth. First clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used.</p> <p>Wash hands regularly with soap and water for 20 seconds, and after removing gloves, remove aprons and other protection used while cleaning.</p> <p>Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day.</p>	Cleaning staff All other staff	From March 8th
2.3 Infection spreading from contaminated bin waste	Infection risk for everyone at school plus anyone outside who	<p>Continue to use lidded pedal bins, purchased specifically for the disposal of tissues and cleaning cloths.</p> <p>Sufficient refuse sacs are available for storage of waste.</p>	J Crissey Cleaning staff	8th March 2021

	comes into contact with waste not properly managed.	Covid waste can be stored in the pathfinder shed for 72 hours, if necessary.	Cleaning staff	
SECTION 3: MANAGEMENT OF SPACE/MOVEMENT WITHIN SCHOOL Risks a) Cross infection among pupils, parents and staff through close physical contact b) Clutter preventing proper cleaning				
3.1 Risk of infection spreading through close contact among pupils and staff.	Pupils, staff, parents	Control measures: All school pupils from F1-Y6 will be organised into bubble groups. They will only mix with each other and not with other groups. The bubbles are as follows: F1 and F2 will form Bubble 1 Y1-2 will form Bubble 2 Y3-4 and Y5-6 will form Bubble 3. There will be no separate bubbles within classrooms. The government recognises that this is not feasible in primary schools. However, the bubbles outlined above will remain separate from each other at all times. Staff will be permitted to move between bubbles, if required, but this should be kept to a minimum. Staff must continue to exercise social distancing	J Crissey Class teachers	From March 8th

		from each other and, as much as possible, from the children (although it is recognised that this will not always be possible).		
3.2 Interaction between bubbles through groups moving around the school could spread infection.	Staff and pupils	<p>The infant toilets require use of the corridor coming out of F1 and F2. The children will have to return to class the same way. Children should be taken to the toilet. An adult will check that a Y1-2 child isn't there and that the cloakrooms are clear. Toilets, door handles and taps will be wiped down after use.</p> <p>Our corridor is 1 metre wide so there is no opportunity of dividing it in half.</p> <p>To access toilets, Years 1-6 will exit through the external classroom door, go around the building and enter via the main playground entrance. This will minimise the number of people using the school corridor and the risk of separate groups meeting. An adult will supervise.</p> <p>During wet weather, children from all groups will have to use the corridor and be accompanied by an adult to ensure there is no contact with other groups.</p> <p>Where possible, outdoor learning should be encouraged - especially for Early Years and Years 1-2.</p> <p>Face coverings should be worn by adults in school. One member of staff is exempt and will wear a face shield.</p>	J Crissey Support staff Teachers	March 8th
3.3 Contamination through classroom equipment - e.g. toys, books etc...	Staff and pupils	(See Section 5.10)	J Crissey Class teachers	March 8th

<p>3.4 If parents enter the school they may bring the virus into the setting. They could also spread it among each other if socialising after drop off or pick up.</p>	<p>Everyone</p>	<p>Parents will not be permitted to enter the main school building at any time and only one parent (free of COVID symptoms) may drop off younger children (F1-Y1).</p> <p>Parents must leave the school grounds immediately after picking up their child and must maintain a 2-metre distance from other parents when waiting for their child to be dismissed.</p> <p>Parents should wear a facemask whilst on the school premises.</p> <p>Staff should not engage in any parent discussions at pick up/drop off times. Feedback and first aid incidents will be communicated and acknowledged by email.</p> <p>Appointments to speak with class teachers or the headteacher must be organised in advance and masks must be worn by both parties. Instructions will be given to parents regarding the exit or entrance they should use for their child's class when picking up or dropping off.</p> <p>Children will not line up, but should be taken straight to their external classroom door.</p> <p>Older children should enter the school unaccompanied.</p>	<p>All staff</p>	<p>March 2021</p>
--	-----------------	---	------------------	-------------------

SECTION 4 - ATTENDANCE RISKS

<p>4.1 - Increased absences due to anxiety could raise safeguarding issues - e.g children missing education.</p>	<p>Pupils</p>	<p>The school will take every precaution to ensure school is a safe place, in accordance with DfE guidance, contextualised to our setting.</p> <p>Children will be required to attend school, according to government stipulation. Registers will be taken daily and absences will be followed up. It is the parents' duty to ensure their child attends school.</p> <p>Previously shielding or critically vulnerable pupils are now required to attend school, as shielding was paused on August 1st 2020. However, if COVID rates increase again, this may change. We will be guided by Government information.</p> <p>It is the school's duty to check with parents if a child does not arrive at school and to follow up absences.</p> <p>We will inform the local authority of any families who are not contactable to ensure everyone is safe.</p> <p>The Local Authority will be informed about children not attending school. Fixed penalty notices can be issued in line with the Local Authority's code of conduct.</p>	<p>J Gungadoo J Crissey Teachers</p>	<p>March 8th</p>
<p>4.2 - Accountability for pupils' absences.</p> <p>Ill children attending school could potentially have COVID and pass it on to others.</p>	<p>Parents Pupils</p>	<p>Children/families who are self-isolating due to coming into contact with COVID-infected person will not be held accountable for absence. They will be given a Code X on the register.</p> <p>We expect a 10-day self-isolation period to be followed by anyone who shows symptoms of COVID.</p>	<p>J Crissey J Gungadoo J Crissey</p>	<p>March 8th</p>

		<p>Families returning from a country on the government's quarantine list must self-isolate for 10 days.</p> <p>We expect the 10 day self-isolation period to be followed by families who have been in contact with someone who has tested positive for COVID. A close contact is defined as follows:</p> <ul style="list-style-type: none"> • face-to-face contact within 1 metre of someone who has tested positive, for any length of time • non face-to-face, or any other form of contact within 1 metre for 1 minute or longer • 2 metre contact for longer than 15 minutes (i.e. even if it is 15 minutes spread over a whole day) • having travelled in a car or been in a small enclosed space with the infected person (including a flight). • any member of a household that has a positive COVID case • having been coughed on • skin-to-skin contact • a positive case within the household <p>Household members of a close contact do not have to self isolate unless the close contact goes on to develop COVID symptoms. The school bubble group will be expected to continue attending school unless the self-isolating pupil develops symptoms and tests positive for COVID.</p> <p>People contacted by the track and trace system must also self-isolate for 10 days.</p> <p>If a negative test is returned, when no symptoms are present, and symptoms come later, that person must self isolate from the first day of the</p>		
--	--	---	--	--

		<p>symptoms.</p> <p>If a pupil tests positive for COVID, their class bubble (including the teacher) will be sent home to self-isolate and distance learning will commence for the duration of their absence. Public Health England will direct the school's actions and support where needed.</p>		
4.3 - Staff attending school when they are ill. School staff tend to 'get on with things' and may ignore illness.	Pupils other staff	<p>Staff should only attend school if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Any member of staff who develops COVID symptoms during the school day will be sent home to self isolate. If a negative COVID test is returned, they may return to work. Otherwise, they should self-isolate for 10 days from the start of symptoms.</p> <p>The class bubble will not be required to self isolate unless the member of staff tests positive.</p> <p>If a staff member is contacted by Track and Trace and asked to self isolate, they must do so</p>		8th March 2021
4.4 - Local outbreaks could cause all schools in the area to close temporarily and at short notice	Pupils.	Our contingency plan for this eventuality involves returning to using Seesaw - the remote online learning platform we used from March to July 2020 and throughout the recent lockdown. We will combine this with some live Zoom time as well.	All staff	8th March 2021.

		<p>We will try to remain open for vulnerable children and the children of critical workers, if staffing permits.</p> <p>We will only close if the local authority, government or our Board of Governors instructs us to do so.</p>		
4.5 Increased cases of COVID in the local area will increase the risk of it being brought into schools.	Staff, parents, children	<p>Even though the rate of infection and COVID-related deaths are continuing to fall drastically, as of March 8th, the national lockdown is still in force and we expect staff and parents to adhere to it. There are still potential scenarios where schools may have to partially close due to a sudden rise in infection rates, which risks children's continuity of education.</p> <p>If a child is self isolating, remote education will be provided.</p>	J Crissey, L Proud and the Board of Governors	If/when the situation arises.
SECTION 5: PREVENTING THE SPREAD OF INFECTION IN SCHOOL				
5.1 - Viruses can spread very quickly in schools. There is always the risk of someone asymptomatic passing COVID onto others.	Staff, pupils and parents	<p>All staff, except one, will wear face coverings in school. The teacher who cannot wear a mask will be provided with a face shield. The children will not have to wear masks.</p> <p>Staff will engage in asymptomatic testing - Lateral Flow Devices (LFD) twice weekly. Results will be reported to the NHS online and stored in the school system as well.</p>	J Crissey M Jennings All staff	8th March 2021

		<p>The government regards schools as low risk for COVID-19, but we cannot be complacent. Teachers will try to avoid face-to-face contact with each other as much as possible, whilst recognising that in primary schools, this is not always possible.</p> <p>We may choose to use sneeze guards on desks for one-to-one work between staff and children. Older children will be taught the importance of keeping a safe distance from others, not to touch anyone and keep hands clean. We accept that younger children will not be able to maintain any level of social distancing but we will supervise hand washing.</p>		
5.2 - Germs could be spread by hands that have been in contact with eyes, nose and mouth.	Staff and pupils	<p>Hands should be washed thoroughly/hand sanitiser applied a number of times a day, including: upon arrival at school, before eating, after using the toilet. after coming into the school building from outside, moving from room to room, after breaks, after using a tissue and before leaving the classroom to go home.</p> <p>EY children will be supervised while washing their hands to ensure it is done effectively.</p> <p>Hand sanitiser will also be available for each classroom from Years 1-6.</p> <p>Soap dispensers are available in all of the bathrooms.</p> <p>We have a hand sanitiser stationed at the playground entrance.</p>	J Crissey Class teachers	8th March 2021

		Children from Years 1-6 will be expected to bring their own sanitiser into school to keep with them and use as appropriate in conjunction with hand washing. If they choose not to do so, we will supply hand sanitiser for everyone.		
5.3 - COVID is spread through droplets spat out when coughing and sneezing into the air. It is not possible to prevent children/staff from coughing or sneezing, which presents a risk of infection	Pupils and Staff	<p>Good respiratory hygiene will be promoted throughout the school 'Catch it, bin it, kill it.' Everyone in school will be advised to refrain from touching their face as much as possible. Reusable masks will be stored in plastic bags and sent home daily for washing.</p> <p>Tissues will be supplied in each classroom.</p> <p>A clinical waste bin (covered) will be provided for used tissues and any other waste containing body fluids (lidded and with a foot pedal).</p> <p>NB Barriers: Young children are not fully socialised and often pick their noses or sneeze into the air. We cannot guarantee that they will always remember to use a tissue or their elbows so cross infection could still occur despite the school's best efforts. Sneezing is particularly prevalent during hayfever season and also in the winter.</p>	All staff	8th March 2021
5.4 Germs carried on clothing.	Staff, pupils and parents	Early Years children are to bring in a clean set of clothes to leave at school in a named plastic bag.	Staff Parents	8th March 2021

		Barriers: We cannot enforce these recommendations but depend on everyone doing their part at home. Trust is essential.		
5.5 - Spread of infection through accidental contact between bubble groups when going to the toilet during lesson times.	Pupils	<p>As much as possible, weather permitting, children in Y5-6 should avoid the corridor when visiting the toilet during class time. Weather permitting, they should exit from their classroom door, go around the building and enter from the main playground door. Support staff from each bubble should escort pupils, one at a time to the toilets, wait outside and then escort them back to class.</p> <p>Children in Y3/4 can access the toilets from their classroom door, as usual.</p> <p>When it is raining, pupils must be escorted through the corridor by an adult. They must wait until the corridor is clear before proceeding.</p> <p>NB: Our school corridor is very narrow and leads to all classrooms and toilets. There may be times that children and staff have to pass each other and the recommended distance is not possible to be met. However, passing people at close range is deemed low risk. Prolonged interaction is much more risky.</p>	J Crissey Support staff Children	8th March 2021
5.6 - Children mixing together at break times would minimise the positive effect of the class bubble system.	Pupils and staff	<p>Mitigation: Breaks will be staggered and play areas designated.</p> <p>Bubbles 2 and 3 (Y1-6) can be outside at the same time but must remain in</p>	J Crissey Teaching staff	8th March 2021

		<p>their designated areas away from each other. Early Years children will have a separate break.</p> <p>There will be a school rota for the playground. We may also use the grassed areas that are not normally used for outdoor breaktimes.</p> <p>Outdoor sand area and climbing equipment will be removed/taped off. The playground climbing equipment will be out of bounds for the foreseeable future.</p>		
5.7 - Staff interaction at break times in the staff room could result in the spread of infection.	Other staff, pupils and parents	<p>Two members of staff will supervise playground duty. A third member of staff will supervise toilet trips to ensure separate bubbles don't meet.</p> <p>Adult social distancing must be maintained during breaks.</p> <p>Only 3 members of staff should be in the staffroom at the same time, although a 4th member may come through to the toilet area and leave immediately after. Staff should check the numbers before entering. Where possible, staff will eat lunch in their classrooms.</p>	All staff	8th March 2021
5.8 - Poor ventilation could help circulate germs in stuffy classrooms	Staff and pupils	<p>Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, we will open windows and prop open doors (as long as they are not fire doors), where safe to do so (bearing in mind safeguarding in particular). Parents have been informed to ensure children are dressed warmly - with layers. Coats can be worn inside, if required. Only upper windows will be open slightly when children</p>	All staff	8th March 2021

		<p>are in class, but when they are at break, teachers will open all windows to purge germs and fully ventilate the room ready for the next lesson.</p> <p>Open doors will also reduce touching door handles to enter and leave rooms. This will not be possible whilst the weather remains cold.</p> <p>Staff should use the outdoor areas, when possible, for learning, which should be more opportunistic once the warmer weather arrives.</p> <p>Parents will be expected to provide waterproof/warm coats initially and hats and gloves while cold weather persists.</p>		
5.9 Large groups of children and staff mixing together will increase the risk of infection and make the bubble system ineffective for tracking and tracing purposes.	Staff, pupils and parents	<p>Whole-school assemblies will not be possible until further notice. We can, however, join Bubbles 2 and 3 outside, weather permitting. In this case, the bubble groups will sit away from each other on chairs, in two distinct groups, with at least 2 metres between them.</p> <p>Bubble 1 can have a separate assembly. Indoor assemblies must be held separately in classrooms.</p> <p>Mrs Crissey can visit classes for the awards assembly on Fridays, possibly on a rota system if time precludes 3 visits.</p> <p>Staff meetings will continue online until government guidance changes.</p> <p>One-to-one/small group lessons can resume. The teacher will wear a face visor to protect both themselves and their pupils.</p> <p>We will not be accepting any child who attends another setting. If they do</p>	All staff	8th March 2021

		visit another setting, they will need to inform us and self-isolate for 10 days before returning.		
5.10 - Germs can be spread on play equipment.	Pupils and staff	<p>Rules for the use of equipment to prevent the spread of COVID</p> <p>We have very little storage space. We can move some items onto the stage in school..</p> <ul style="list-style-type: none"> • Soft furnishings, including: rugs (with the exception of Early Years circle-time rug, which will be steam cleaned daily), soft toys, dressing up clothes, any other fabrics and toys with intricate parts will be removed from all classrooms • The EY large sand area and mud area will be out of bounds, along with any other unsuitable areas/resources. • F1/F2 will be limited to a few washable toys per day. EY Toys will be set up - only these are the toys that can be played with for that session. • Children will not be permitted to help themselves to class resources (to ensure no resources are missed from our cleaning schedule). • Shared plastic toys will be stored for 72 hours before being used again. • In years 1-6, each child will have their own pen/pencil (supplied by the school only). Pencils/erasers will not be shared. Early years will have a wider set of designated resources (in designated daily resource bags). This will ensure a different set is used per day and will not be used again until the following week so there's no risk of contamination. • Cloakrooms will not be used. Approved personal items will be kept in classrooms.. 		8th March 2021

		<ul style="list-style-type: none"> • Pencil cases will be prohibited. • Homework will be done on Seesaw. • Only outdoor shoes will be used in school. • School reading books will be organised into boxes - so that when returned, they won't be used again for at least 48 hours. • Chosen resources, which can be cleaned and disinfected, will be out and children can choose which of these resources they would like to play with. • Minimise the resources available to those that can be cleaned effectively. • Exercise books cannot be washed so teachers should wear disposable gloves whilst handling them. • Reading books will not be freely accessible for the children to use but sets of reading books will be selected and made available within bubbles. Books will be out of use for 48 hours after children have used them. • Children should, where possible, sit at the same desk each day (Years 1-6) 		
5.11 - Children may flout the rules until they get used to them, thus increasing infection risks.	Pupils and staff	<p>Staff have been informed of new school rules by an electronic staff meeting on Friday 5th March</p> <p>Parents will receive a letter explaining the new systems and regulations outlined, including access to all new policies and this risk assessment.</p>		8th March 2021

		<p>Our usual behaviour system of sanctions and rewards will apply and will incorporate our social distancing rules for reopening school.</p> <p>Barriers: Even children with the best of intentions are likely to forget about social distancing once school is up and running again. So we cannot guarantee that social distancing will always be practised. Even the government recognises that primary children will find social distancing challenging</p>		
5.12 - Germs can be spread through contaminated surfaces	Pupils and staff	<p>Cleaning staff will be instructed to use enhanced cleaning methods - surfaces, floors and chairs etc... need to be cleaned with detergent, bleach or disinfectant.</p> <p>EY, will not be using cups or utensils, as there is no dishwasher on site. Neither crackers nor milk will be provided at this time, so that no food will be handled by staff. We will temporarily stop making toast on Tuesday or make any food on site until further notice.</p> <p>PPE should be worn when cleaning the school.</p> <p>During the school day, support staff will help with cleaning frequently-used surfaces. Key Stage 2 children will be shown how to clean their own desks and will wipe them down before and after eating.</p>		8th March 2021

5.13. Singing and playing recorders are very much a part of Newbold life but these activities present a higher risk of spreading COVID	Staff/Pupils	<p>Whole-school singing and recorder lessons will be suspended until further notice. As the weather improves we may be able to resume these activities outside.</p> <p>Music will be taught using other non-wind instruments.</p>	Teachers	8th March 2021
5.14 - PE can present a higher risk of infection through contact.	Pupils and staff	<p>PE will be conducted in consistent groups and, where possible, will be conducted outside but will be held in larger areas if indoors.</p> <p>There will be no contact sports played.</p> <p>Any equipment used must be cleaned afterwards and before storing away.</p> <p>Distance will be kept to a maximum, due to increased rapid breathing after exercise.</p>	Teachers	8th March 2021
5.15 - Visitors to the site, unaware of school rules, may inadvertently spread infection.	Pupils, staff, parents	<p>Visitors to be kept to a minimum. Volunteer workers will be allowed but must be fully informed of the safeguarding measures put in place for COVID-19 control. Delivery people should drop items off either at the staffroom door or the school office.</p>	J Gungadoo J Crissey	8th March 2021

5.16 - Risk of spreading infection from anyone who has travelled abroad.	Parents, staff, pupils	Parents who have been abroad must self isolate for 10 days in a hotel. Staff receiving parcels/letters should wash hands immediately after handling them.	All staff	8th March 2021
5.17 - Risk of spreading infection through aerosols	Staff, pupils, parents	Primary children do not have to wear face coverings, but staff must wear a face covering. We have one member of staff who cannot wear a mask so will be provided by a face shield	All staff	8th March 2021
SECTION 6 - PROTOCOL FOR HANDLING SUSPECTED CASES IN SCHOOL Risks: a) Staff and Children being exposed to the virus and subsequently getting it b) person helping the sick person also becoming infected c) others coming into contact with the virus from areas where the infected person has been				
6.1 - Quick action will be needed for anyone showing COVID symptoms in school. Failure to act quickly could result in the virus spreading across the school and resulting in an outbreak.	Pupils, staff, parents	<p>The following policies have been amended to include information on dealing with COVID emergencies.</p> <ul style="list-style-type: none"> • Sick Child Attending School • Safeguarding • Child Protection • Attendance • Behaviour • Admission 	J Crissey All staff	8th March 2021

		<ul style="list-style-type: none"> • Fire Evacuation • First Aid • Early Years Foundation Policy • Arrival and Departure of Children <p>All staff need to be familiar with these policies so they can act quickly to contain any cases that arise and prevent those displaying symptoms from entering the school.</p>		
6.2 - Hesitation of staff through not knowing the specifics of what to do if a case arises in school will increase the risk of infection for everyone.	Staff and pupils	<p>Mitigation: All staff have been informed of our protocol, which is as follows:</p> <ul style="list-style-type: none"> • If a child begins displaying a continuous cough or a temperature, the parents should be called to come and collect their child immediately. They should be instructed to follow government guidelines for self-isolation (i.e. 10 days) or receive a negative Covid test. Only a member of their household should collect them. • If a child shows any signs of being too unwell for school or having any related Covid symptoms, including and diarrhea/abdominal cramps/vomiting, flu-like symptoms etc parents should not send them in to school. • A child awaiting collection should be moved away from others, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate, then move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation, if possible. 	J Crissey All staff	8th March 2021

		<p>If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else afterwards.</p> <ul style="list-style-type: none"> • If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • The area should be thoroughly cleaned immediately. If the area cannot be cleaned immediately, it should be left unvisited and can be cleaned after 72 hours. • The person responsible for cleaning the area and waiting with the child should wear appropriate PPE (visor, mask, apron and gloves). • In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance. • If a child or member of staff becomes ill then they should be tested. They will only be allowed back to school after a negative test result or appropriate isolation has finished. • Isolation starts from the beginning of their symptoms. However, if they have been self-isolating and then develop symptoms several days into their isolation period, they must isolate for a further 10 days after symptoms begin. • If there is a positive test result, all other children and adults in that bubble must self-isolate, get tested and can only return after a negative result or after 14 days without symptoms. There is no 		
--	--	--	--	--

		<p>need to test members of their household unless a positive result is returned or unless they develop symptoms</p> <ul style="list-style-type: none"> • If anyone becomes seriously ill and needs immediate medical attention, the office staff should be informed and an ambulance called. • Patients should not be taken to the hospital or to the GP surgery. <p>The person who has looked after the child in the medical room will clean the areas down after the child has left.</p> <p>Barriers: Even following this protocol, we cannot guarantee that the virus will not be passed on within the infected child/member of staff's bubble group.</p> <p>Gov guidelines say that if a suspected infection occurs within the bubble group that <i>they (the bubble group)</i> can continue to attend school unless the infected person tests positive.</p>		
6.3 - Confusion over how to decide whether or not to allow infected people to return to school.	Staff, pupils, parents	<p>Tests can be arranged through the NHS website or by calling 119.</p> <p>By keeping the bubbles separate, there is a good chance that only those within the infected person's group will be at risk of catching the virus. If a child is sent home due to Covid-19 symptoms, and a positive test is returned, the parents within the class bubble will be informed and kept</p>	J Crissey M Jennings Teachers	8th March 2021

		<p>up-to-date with the status. One confirmed COVID case will mean the whole bubble must self isolate and revert to home schooling.</p> <p>Barrier: We can offer no guarantees that the virus will not arise in school and will not be passed on to someone else.</p>		
6.4 - Test and trace may alert a positive case during the day while school is in session.	Everyone	<p>If an outbreak occurs within the school (i.e. more than 2 confirmed cases in a week), we will consult and be advised by the Local Authority on action to take.</p> <p>We will need to have a distance learning programme available for any child or group who have to go into isolation.</p>	J Crissey M Jennings	8th March 2021
6.5 - If parents have changed any of their contact details, we may be unable to get in contact with them if we need to send a child home.	Everyone in school	<p>All parents of returning children will be asked to update their email, phone numbers and emergency contact details. They must also agree to keep their phones close by and answer calls from the school while their child is in the setting.</p> <p>Parents will also be asked for any changes to medical information their child may have.</p>	J Gungadoo	8th March 2021.
6.6 - Travel abroad and picking up COVID	Everyone in school	The UK Government has set up a quarantine system. Although we are not allowed to travel abroad at this time, this may well change. Parents must follow the most recent guidance on quarantine rules.	J Crissey J Gungadoo M Jennings	8th March 2021

6.7 - Staff and parents may be unfamiliar with the need to book a test and may not know how to do it, which could put everyone who has been in contact with them at risk.	Parents Staff	<p>Staff and parents should be aware of the main symptoms of COVID - e.g. dry cough, high temperature, loss of taste or smell etc...or, for children - this also includes an upset stomach/abdominal cramps/vomiting, cold/flu-like symptoms etc,</p> <p>If symptoms occur, staff must agree to book a test if they develop symptoms of COVID. If the test is negative, they may return to school.</p> <p>After 10 days, if the cough and anosmia continues, they may still return to school (these symptoms could last for weeks).</p> <p>They must continue to self-isolate for as long as they have a raised temperature.</p> <p>They must agree to provide details of everyone they have been in contact with as part of the track and trace system.</p> <p>They must agree to self isolate for at least 10 days from the start of symptoms.</p>	J Crissey M Jennings	8th March 2021
6.8 - If positive cases of C-19 at school are not reported to the Local Authority, this could pose a risk to the wider community.	Anyone in the local area of Binfield, Bracknell	<p>The school will contact the local health protection team to inform them of any COVID cases at the setting</p> <p>The local health protection team will then inform us if they have further information and will work with the school to guide us through the actions needed. The team will carry out a Rapid Risk Assessment which aims to</p>	J Crissey	8th March 2021

		confirm who has been in contact with the infected person so they can self isolate.		
6.9 If an outbreak occurs, this could be an indication of wide-spread risks	All close contacts in school	<p>An outbreak refers to 2 or more confirmed cases of COVID within 14 days or a rise in sickness absence where C-19 is suspected.</p> <p>In the case of an outbreak, we will inform the Local Authority and Public Health England, who will advise on how to manage it.</p>		
SECTION 7: POTENTIAL STAFFING ISSUES				
7.1 - Staff may forget about social distancing once we are back in school and become too comfortable with each other. Risk of asymptomatic spreading of COVID	Staff, pupils, parents	<p>All staff members have been informed about social distancing expectations and asked to agree to refrain from physical contact with each other, including handshakes, hugs etc. Social distancing measures should be followed as much as possible.</p> <p>No more than 3 members of staff should be in the staffroom at the same time, plus 1 member of staff in the staff toilets.</p> <p>Staff should remain at least 1 metre away from each other, or 2 metres where possible.</p> <p>We recognise that sometimes, e.g. in an emergency, social distancing may be very difficult. Staff should wear appropriate PPE in such circumstances.</p>	J Crissey M Jennings	8th March 2021

7.2 - If teachers fall ill, or have to quarantine for other reasons, we could end up with staff shortages.	Pupils and all staff	<p>Support staff are allowed to provide cover in schools during the COVID crisis, as long as they have planning provided for them and have a good level of supervision from a qualified teacher. We have several TAs who are qualified teachers.</p> <p>We will also seek to employ a cover teacher to step in at short notice, or call a supply agency, if no-one else is available.</p>	J Crissey	8th March 2021
7.3 - Having been away from work for so long, some staff may feel anxious about returning to work and as a result their mental health could be affected.	Staff	<p>Worries and concerns to form an open and ongoing discussion as needed.</p> <p>We have established connections with Karen Holford, who has already held a Zoom session on staff mental health.</p> <p>Mrs Crissey will also be available to talk over any concerns and support any staff where needed.</p>	J Crissey	8th March 2021

SECTION 8: SAFEGUARDING DURING COVID-19

Risks:

- a) children may be experiencing poor mental health due to lockdown
- b) staff may be experiencing poor mental health due to the lockdown
- c) child protection routines will need to be updated to include procedures during the pandemic. Staff may be confused about new systems and miss a child protection issue
- d) children not knowing how to keep themselves safe

<p>8.1 - Children may be experiencing mental health issues due to lockdown and COVID.</p>	<p>Pupils</p>	<p>Teachers will spend time in the first week allowing children to talk about their experiences, thoughts and feelings on lockdown. The first lessons will be designed to help the children settle back into school life.</p> <p>Children from Years 1 - 6 will also be given the opportunity to write about their experiences.</p> <p>Teachers will also use the initial days to help ascertain children's needs. If the child is showing signs of high stress levels, teachers will share this with parents and the headteacher so that any help that is possible to give will be organised.</p> <p>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</p> <p>We have contacted Karen Holford (an SDA expert in mental health) who will conduct some staff training on how to recognise anxiety and stress in children. This will take place on our Sept 3rd inset day.</p> <p>Barriers: One-to-one talks will be challenging due to the social distancing rules.</p> <p>Children may feel less comfortable talking in their peer group when they are seated so far away from each other.</p>	<p>Teachers J Crissey</p>	<p>8th March 2021</p>
---	---------------	---	-------------------------------	-----------------------

		Some children will need time to build up that all-important relationship of trust with their teachers, having been away for so long.		
8.2 - Child protection issues may have arisen over the lockdown period.	Pupils	Our Safeguarding Policy, Child Protection Policy and Behaviour Policy have all been updated to include a Covid-19 appendages.	J Crissey M Jennings	Before school opens.
8.3 - Children may have forgotten the hygiene routines necessary to protect themselves from catching COVID.	Pupils, staff, parents	Children will be supported, in developmentally appropriate ways, throughout all eligible groups, to understand the steps they can take to keep themselves safe including regular hand washing, coughing/sneezing into a tissue and throwing it in the correct bin, keeping their work space clean etc...	Teachers	8th March 2021
8.4 - Children who are granted authorised absences due to self isolation situations will miss out on their education.	Pupils	The school will provide class-specific distance learning (can include take-home work, seesaw, signposting to websites) for children who are self isolating for 10 days or more.	Teachers	8th March 2021
8.5 - In the busy life of school it would be easy to forget to keep up with everything in this risk assessment.		<p>Ms Paula Bold and Mr Elliot Clark will monitor the effectiveness of our risk assessment monthly in their capacity as school safeguarding governors.</p> <p>They will monitor the following:</p> <ul style="list-style-type: none"> the effectiveness of the control measures put in place in this risk assessment as working practices. 	P Bold E Clark	Ongoing

		<ul style="list-style-type: none"> • If everything is working as planned. • If updates have been made according to the latest Public Health information/advice. 		
SECTION 9: EARLY YEARS-SPECIFIC DETAILS ON SAFE USAGE OF CLASS RESOURCES (see separate risk assessment)				

FINAL COMMENTS
<p>J CRISSEY, HEADTEACHER: Although we have followed government planning guidance for reopening the school, we cannot guarantee that Covid-19 will not enter the school and infect someone. However, we have created this risk assessment using DfE guidance to ensure our school is as safe as is possible for everyone. We will continue to monitor and update this document when new information is given.</p>
<p>M JENNINGS, EARLY YEARS: As more children return to settings, we will consider the mental health, pastoral or wider wellbeing support children may need and how to support them to transition into the setting after a long period of absence, and with parents not being able to enter the school premises. We will prioritise helping young children to adapt to their new routines and supporting children to settle (back) into the setting.</p>

Signed: Mrs J Crissey 7th March 2021