**Willen Primary School COVID-19 Risk Assessment Plan- Version 4 effective 8/3/21 onwards**

The following risk assessment is for use in schools/settings to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government directive to open schools to all pupils in September 2020.

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| **Risk: Transmission Through Contact** | Who | Measures taken: | | Status/RAG Rating |
| To create strategies for social distancing in school by considering:   * Use of available classrooms/teaching spaces for use of groups of no more than 30 pupils * Lunchtime provision – how, when, where? * Using outdoor space to minimise transmission – who, when? | All staff | * Year group bubbles (2 x classes of max 30 children) to be created. These bubbles will stay in the majority as a class bubble BUT will be able to mix as a Year group for break and lunchtimes and, where appropriate, for mixed ability groupings for activities such as phonics teaching/learning. The classes will be located in their own classroom, with consistent adults. * Shared equipment (stationary) will be removed. Families have been asked to purchase individual pencil cases via school. * Shared equipment (e.g laptops, art equipment, science apparatus) limited and if used, hands washed immediately after. Curriculum re-organised to ensure Year groups are not using the same equipment as other year groups. * Lunches to be eaten to allow staggered access to hall and to use classrooms spaces where applicable * Playground/field and classrooms to be zoned and on a rota basis * Static play equipment on a rota- with a clear 48 hours between year group use * Staggered playtimes (max 2 x Year groups at any one time) * Limited movement across the school through redistribution of certain resources and better use of internal phones * More frequent handwashing (timetabled by teachers) and availability of sanitisers in every room * More frequent cleaning of high touch areas (including availability of sanistiser spray and disposable blue roll for all adults in each area used) Admin team to address inventory sign in, monitors and phones/intercoms * Routine sanitising of equipment such as building blocks Some equipment to be sterilised after session e.g. iPads and construction toys * Separation of staff via additional staff rooms, allocated/ staggered breaks and at lunchtimes, restricted use of the staff room to colleagues within the same bubble only (and availability of outside seating come finer weather) * Closure of water fountains * Reorganisation of curriculum and timetable (including but not limited to withdrawal of assemblies and mixed year group activities, postponement of productions and events and reorganisation of PE curriculum to avoid contact sports until later in the year) * Consistency in staffing; cover supervisors and midday supervisors to have reduced contact across different year groups * Staff asked to wear masks as an additional precaution when moving around the school and in particular, if in contact with other adults from outside of their bubble. This includes visiting the staff rooms and toilets. * Visors to be made available to all staff for use in the mornings at drop off time as an additional precaution should they be approached by a parent/carer to talk or indeed, at any other time they deem fit | |  |
| To reduce risk of exposure to COVID-19 by considering:  PPE provision for SEMH, behaviour issues etc. where restraint is required. | Head  SENDCo | * Supplies (gloves, masks, aprons) are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances * Spare disposable masks are available FOC for staff who may forget theirs * Behaviour policy reviewed and shared with all stakeholders * Create individual risk assessments for all pupils with an EHCP and any deemed to be at greater risk of complications. | |  |
| To reduce risk of exposure to COVID-19 by considering:  PPE provision for interacting with pupils with personal care needs | SLT  All staff | * Supplies are stored centrally (medical room and classroom areas) and can be accessed by all staff members as and where required in exceptional circumstances | |  |
| To reduce risk of exposure to COVID-19 by considering:  PPE provision for emergency purposes | SLT  All staff | * As above | |  |
| To establish procedures to ensure regular hand washing in accordance with guidelines | Teachers and support, Midday supervisors | * Staff assigned to refill soap dispensers throughout the day * Children encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. | |  |
| To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19 | SLT | * Identified room has been located enabling and contagion be contained- medical room * PPE purchased and in the room ready to use if needed | |  |
| To reduce number of people on site where possible | SLT/Admin | * No parents or visitors permitted in the building unless by appointment with the Headteacher * Peri Music teachers cancelled * All visitors to be approved by the Headteacher (some will be permitted, especially those linked with supporting children with additional needs). * All visitors to register via the C19 NHS app on arrival | |  |
| **Risk: Staff and Pupil Attendance** | | | | |
| Identify staffing levels to ensure adequate care of the children | Head | * Audit of staff carried out to ascertain those in a vulnerable category. Risk assessments for individuals, including pregnant and BAME staff * Full staffing expected from 1/9/20 * Contingency plan has been developed to cover staff absence/sickness which includes use of cover teachers, classroom support and Deputy Head | |  |
| To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation | SLT | * Staff meeting held (virtually) to share expectations with all staff and to address concerns * Regular online meetings timetabled to allow staff opportunities to express concerns * Access to well-being and mental Health support communicated and shared with staff * Regular reviews planned (including opportunity for staff feedback) | |  |
| To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk | HT and CoG | * Parent letter written by Headteacher has been shared with all Parents July 2020 and again, 25/8/20 * Further guidance letter sent 5/11/2020 following Lockdown 2 and again on 6/3/21 post Lockdown 3 * Details provided of safeguarding measures in place to mitigate risk of infection * Clear expectations for parents have been shared | |  |
| Processes and procedures are established and shared with Parents for pick up and drop off arrangements | SLT | * Staggered start and end times have been established (communicated to all in July and August) * Requirements have been shared with parents through above letter * Clear signage will support this * Some demarcation of suitable waiting areas/boundary lines may be needed (to be reviewed after day one) * Staggered start/finish times and assigned waiting areas for parents/carers. Parents/Carers to be asked to wear face coverings whilst on school site * Limit of one parent/carer on site to collect/drop off | |  |
| Process for collecting a child due to illness or an existing appointment during the school day is established and shared | SLT | * Guidance for collection has been established and shared with parents above letter. Staff aware and will support this change with families * New first aid policy to be written to cover this aspect specifically and shared with staff * All children have more than one emergency contact to ensure that someone is available for immediate collection | |  |
| Pupil attendance issues/concerns | SLT | * To support families in ensuring a full return for their children through usual attendance procedures * Full reinstatement of Attendance policy (no change pre-Covid); including the option to issue penalty notices to families for poor attendance or punctuality if support package has failed to work | |  |
| **Risk: Maintaining Cleanliness** | | | | |
| Deep clean the kitchen prior to reopening before food preparation resumes. | Cleaning Staff | * NA. The kitchen will not be used. Meals will be delivered from another site | |  |
| Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission | All staff | * Follow government guidelines as follows:   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>   * Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include:   Door handles  Desks, table tops  Toys  Teaching equipment/resources  Bannisters  Light switches  Books  Toilets  Sinks   * Use of disposable cloths * Additional cleaning capacity in place through use of extra and existing staff (where people are willing to volunteer) * Additional supplies purchased including sanitiser sprays, hand sanitisers and soap * Staff to routinely wash their hands OR sanitise after handling books and other children’s equipment. | |  |
| Ensure cleanliness of outdoor equipment is maintained | Kim Cole,  Sarah Orr,  Midday Supervisors | * Where used by different groups of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment | |  |
| **Risk: Safeguarding** |  |  |  |  |
| Recommission all systems before re-opening | Site Supervisor | Checks carried out on the following:   * gas, * heating, * water supply, * mechanical and electrical systems   NB site has not been closed so therefore, these checks have continued as normal. | |  |
| Ensure water systems are safe and operational | Site Supervisor | All checks and tests have continued as normal as the site has not been closed for a prolonged period. Site agent testing schedule will evidence this. | |  |
| Check your fire safety systems | Site supervisor  Headteacher | Checks carried out to ensure that:   * all fire doors are operational * fire alarm system and emergency lights are operational * Walk through evacuation will be scheduled for each bubble to practice evacuation from new/unfamiliar rooms. This will not include a whole school evacuation for social distancing reasons. Each individual practice will be logged by site agent | |  |
| To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:   * At risk of exclusion * In need of early help * Have additional needs such as behaviour, sensory impairment etc. * Exhibiting mental health and well-being issues * In need of bereavement counselling * Meeting the social care thresholds | DSL  Headteacher  SENCo | * Pupils have been identified and will continue to be identified as we fully return. * Staffing capacity in place to ensure children with EHCP have one to one support as per their personalised plans * Learning mentor to return full time to address emerging SEMH needs. Deputy Head to add additional capacity as required. | |  |