

School Effectiveness COVID-19 Risk Assessment Plan – Denton Primary School

Risk: Transmission Through Contact	Who	Measures taken:	Low/Medium/High
To create strategies for social distancing.	All staff	<ul style="list-style-type: none"> • Four phased bubbled created: N&R, 1&2, 3&4, 5&6 • Bubbles to largely stay within their own area. • Minimised transition through the school. When using hall facilities, bubbles will clean tables before and after use. • Classrooms organised to reduce amount of movement required with all pupils having an identified chair/carpet place and, where appropriate for older pupils, an identified desk. • Where educationally viable, desks may be arranged front facing. Where this is not possible, all other protective measures will be adopted. • Adults assigned to classes and movement between bubbles will be minimised. • Staggered drop off and collection to minimise the number of children and adults on the playground. See operating procedure for specific times. • Drop off directly into the classroom. • Playtimes to be staggered and be supervised by the adults working with the class. Where an additional adult is required, social distancing will be maintained. See operating procedure for specific times. • Lunch time to be staggered and, where possible, supervised by a consistent lunchtime supervisor for each bubble. See operating procedure for specific times. • Where more than one bubble is out on the playground at one time, the playground/field to be zoned. • Each bubble to have a playground equipment box which is not to be shared with other bubbles. Where equipment is shared with another bubble, deep clean or quarantine for 72 hours. • Social distancing to be taught as part of the curriculum using bubble terminology. 	Low

		<ul style="list-style-type: none"> • Visiting staff to be kept to a minimum. Visitors sign posted to risk assessment on website and are required to wear a mask. Contact details to be retained for 21 days. Visitors to school to sanitise hands, wear mask and maintain a 2m distance from all adults and children. Visits to take place 1 parent group at a time. No accompanying children allowed. • Staff meetings across the federation to be held via Zoom or in a well ventilated room. Staff to maintain social distance and wear masks where appropriate. • No whole school assemblies. All will be held remotely via Zoom or individually in each bubble. 	
To reduce risk of exposure to COVID-19 by considering: Wrap around care and extra-curricular provision arrangements	SLT All Staff	<ul style="list-style-type: none"> • All wrap around provision to be provided within the hall and children to be kept in their separate bubbles in different, socially distanced zones. • Supervising staff to maintain social distance where possible. • Menu to involve minimal preparation and food/cutlery to be served directly to children. • Any staff involved in food preparation to wear a mask and follow rigorous hand hygiene. • Children to provide own water bottles. • Extra-curricular activities, which do not preserve bubble integrity, will not take place currently. To be kept under review. 	Low
To reduce risk of exposure to COVID-19 by managing use of outdoor play equipment.		<ul style="list-style-type: none"> • All children to clean hands before using the outdoor play equipment. • Only one bubble to be allocated to a specific area of play equipment. If the bubble changes, the areas of high traffic and all touch points will be cleaned with an anti-bacterial cleaner. Otherwise, equipment will be left for 48 hours between use. Rota available for all staff. (Gov guidance for outdoor play equipment and gyms 26/6/2020). 	Low
To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.	SLT All staff	<ul style="list-style-type: none"> • PPE supplies are stored centrally in the staff room and can be accessed by all staff members, as and when required, in exceptional circumstances. 	Low
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> • PPE supplies are stored centrally in the staff room and can be accessed by all staff members, as necessary. 	Low

		Early years classrooms have additional PPE available for intimate care.	
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> PPE supplies are stored centrally in the staff room and can be accessed by all staff members, as and when required, in exceptional circumstances. 	Low
To reduce risk of exposure to COVID-19 by considering: robust hand and respiratory hygiene.	All staff	<ul style="list-style-type: none"> Staff and pupils to sanitize hands when entering and exiting building, before and after break and lunch, when using the toilet and when coughing or sneezing. 'Catch it, bin it, kill it' approach to be adopted for respiratory hygiene. Tissues to be disposed of in lidded pedal bin and hands washed. Bin to be emptied twice daily. Staff member to wear gloves. Bin bag to be knotted and disposed of in outdoor bin. Classroom checklist to ensure that all soap dispensers are adequately stocked throughout the day. Posters around the school in key areas, such as classrooms, to remind children and staff to wash hands regularly. Hand and respiratory hygiene to be part of curriculum teaching. Staff travelling between sites to be minimised and rigorous hand hygiene following travel. Sufficient stocks of soap, paper towels and hand sanitisers maintained. Support given to children who require help with hand and respiratory hygiene. PPE supplied for staff. 	Low
To identify procedures to deal with suspected COVID-19 case.	SLT	<ul style="list-style-type: none"> Headteacher/deputy headteacher to coordinate the care of pupils with suspected COVID-19 Headteacher's office to be used as a room to quarantine any pupils or staff who exhibit symptoms of COVID-19. Full PPE provision to be used for this procedure where a distance of 2m cannot be maintained and training to be given in support and post care cleaning. Identify areas that have been used by the ill child or member of staff. Deep clean to take place of any contaminated areas, including the head teacher's office, once the staff/pupils has left the building. 	Low

		<ul style="list-style-type: none"> • Re-entry into school not allowed until negative test result. • If positive test, child to self-isolate for 10 days. SLT to follow DfE guidelines and implement advice given. • After 10 days, the child can come back to school even if they are displaying some COVID symptoms as long as their temperature is normal. 	
To reduce the risk of exposure to COVID-19 by engaging with NHS test and trace system.	All staff	<ul style="list-style-type: none"> • Staff and pupils to be told to book a test if they are displaying symptoms. • They must provide details of anyone they have had close contact with if they test positive. • Guidance to be issued to all staff on track and trace system. • If someone tests negative and they no longer have symptoms they can stop self-isolating. • If someone tests positive they should follow the stay at home guidance for households. They must self-isolate for a minimum of 10 days from the onset of symptoms. After 10 days, if they still have a high temperature they should self-isolate until their temperature returns to normal. Other members of the household should continue to self-isolate for 10 days. Details of child that has tested positive to remain anonymous. • Letter sent to parents confirming this process (25.2.21) • Records to be kept of bubbles and associated staff. • Any correspondence from PHE will be shared with parents. • Small number of home testing kits will be kept in head teacher's office. These will be issued where there is an increased likelihood of someone not being tested (lack of transport etc.). • Details of any visitors held for 21 days. 	Low
To reduce the risk of exposure to COVID-19 by staff conducting lateral flow tests.	All staff	<ul style="list-style-type: none"> • All staff with test at home twice weekly using a lateral flow test. • All staff allocated enough tests for 3 and a half weeks. • Additional stock of tests to be maintained at school. • All staff to test on a Monday morning prior to coming to school or on the first day of their return, whichever is relevant. 	

		<ul style="list-style-type: none"> Staff to report test results via gov.uk website and directly to the school weekly. If staff negative, no further action. If staff test positive, staff to get full PCR test. Staff to inform Headteacher immediately. Full isolation of contacts will begin. If test result is void, retest. If 2 voids in a row, go for full PCR. 	
To reduce the risk of exposure to COVID-19 by managing confirmed cases of coronavirus.	All staff	<ul style="list-style-type: none"> SLT to follow Northamptonshire Schools COVID-19 Notification Process. See office. School to implement recommendations from health protection team rapid risk assessment. Minimum staffing levels established in agreement with governors. Including DSLs and paediatric first aid. 	Low
To reduce the risk of exposure to COVID-19 by considering: PE arrangements.	PE staff All staff	<ul style="list-style-type: none"> External PE coaches to maintain a social distance when working with bubbles and to sign to confirm they have read this risk assessment. TA to be available support session where contact, e.g. first aid, may be necessary. Timetable PE curriculum to ensure that equipment and resources are used uniquely by 1 bubble or quarantined for 72 hours between use. PE coach is not to handle any equipment that is shared with children. PE coach to wash hands before and after each session. If more than one outdoor PE session is taking place at a time, zones will be clearly defined for each bubble. Children will stay within their bubbles. Children to sanitise hands before and after each PE sessions. 	Low
To reduce the risk of exposure to COVID-19 by considering: Fire safety.	All staff	<ul style="list-style-type: none"> Staff to follow existing fire procedures. Assembly points identified for each bubble to ensure maximum social distancing whilst ensuring fire safety at all times. 	Low
Risk: Staff and Pupil Attendance			
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation		<ul style="list-style-type: none"> Expectations for March shared with all staff in staff meeting and via operating procedure. (25/2/2021). 	Low

		<ul style="list-style-type: none"> • Risk assessment and opening plans shared with all staff members. • SLT always available on site to discuss concerns. 	
To share information detailing processes and procedures for day to day operation in March.	HT	<ul style="list-style-type: none"> • Parent letter detailing all expectations written by Headteacher and shared with all relevant parties (25/2/21). • All parents offered phone consultations if necessary. • Details provided of safeguarding measures in place to mitigate risk of infection. • Clear expectations for parents have been shared, including mandatory attendance. • Risk assessment and Operating procedure published on website. 	Low
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	SLT	<ul style="list-style-type: none"> • Staggered start and end times have been established. • Requirements have been shared with parents through parent mail including picking up of child outside normal hours. • Children to be dropped off directly to classroom door. 	Low
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents through parent mail. 	Low
To reduce the risk of exposure on dedicated school transport.	All staff	<ul style="list-style-type: none"> • All children to be seated in socially distanced bubbles when using the bus. Seating plan to be shared with children and parents. • If masks are required, parents will support children to put on the mask prior to them alighting the bus. • Sanitise hands prior to entering the bus and on arrival at school/home drop off. • If bus arrival or departure does not fit with start and finish times, children to be supervised with the 'wrap round' facilities in the hall in 'bubble zones' • Ensure safe removal of masks by sanitising hands prior to removal, removing via ear loops, placing mask in sealed plastic bag and sanitising hands once completed. Any masks that are disposable to be placed in a sealed bin. 	Low
Risk: Maintaining Cleanliness			
Deep clean the kitchen prior to reopening before food preparation resumes.	Dolce staff	<ul style="list-style-type: none"> • As per Dolce risk assessment, clean and disinfect all areas and surfaces prior to reopening. 	Low

		<ul style="list-style-type: none"> • Regularly test water temperatures and record. 	
<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission</p>	<p>All staff</p>	<ul style="list-style-type: none"> • 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 with standard products such as detergents and bleach, to include: <ul style="list-style-type: none"> Door handles Desks and chairs, table tops Toys Teaching equipment/resources Light switches (do not spray, wipe) Toilets Sinks Bannisters Interactive Whiteboards Whiteboards/chalkboards • See Cleaning checklist in office. • Use of disposable cloths • Additional cleaning capacity in place through use of teaching and support staff at break and lunchtime. • Cleaning checklists to be filed in COVID-19 documents folder in the office. • Any resources that are shared between bubbles or home and school will either be thoroughly cleaned or quarantined for at least 72 hours (to include home reading books and library books). • Sufficient stocks of suitable cleaning products maintained. • COSHH requirements checked for all products. • Hand sanitiser to be at least 70% alcohol. • Any areas used by more than one group to be thoroughly cleaned between bubbles. • Cleaning arrangements made for specialist curriculum equipment used by multiple bubbles, i.e. laptops. (anti bac wipes) • Ensure any equipment used for sensory seeking behaviour has additional cleaning and is not touched by other children. 	<p>Low</p>

Risk: Safeguarding			
All systems checked as per regular Health and Safety requirements.	Care taker	<ul style="list-style-type: none"> All regular tests including water testing recorded. Premises audit completed and sent to NCC. 	Low
Check your fire safety systems	Care taker	Checks carried out to ensure that: <ul style="list-style-type: none"> all fire doors are operational fire alarm system and emergency lights are operational 	Low
To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are: <ul style="list-style-type: none"> 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 SENDCo	<ul style="list-style-type: none"> LA representatives and school nursing team have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support. Procedures in place for dealing with non-attendance in March. Parent meetings arranged for week commencing week 19th April to deal with any concerns. Immediate concerns dealt with on a 1:1 basis. 	Low

Risk assessment agreed by governors on 14th September 2020.

Risk assessment reviewed by SLT on 26th February, 2021.