Risk Assessment to consider school reopening for all years on 8th March for all children

**Those who may be harmed from COVID 19 in our school: Staff , pupils, visitors and contractors.**

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| Identified potential risk | Rating |  Measures put in place | Revised rating |
| Children/adults who are unwell and those who have coronavirus symptoms, or who have someone in their household who does attends school | High | Communicate to parents and staff that those who have coronavirus symptoms, or who have someone in their household who does, informs us, do not attend school and follows guidance to self-isolate. Inform school when able to return safely. | Low |
| Germs can be passed on through touching surfaces and other people. | High | * Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
* Cleaning frequently touched surfaces often using standard products, such as detergents.
 | Low |
| Adults and children spread germs through coughing and sneezing. | High | All adults and children, follow the ‘catch it, bin it, kill it’ approach. | Low |
| All the children returning, coming into school from different households bringing germs and greater risk of infection for all. Children mixing at break and lunchtimes finding it impossible to social distance at 1 metres will create a high risk situation. | High | Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout, number of people in each room ensuring social distancing is adhered to when possible) and timetables (such as staggered start times, break times & lunchtimes). Establish classes as ‘bubbles’ and not to allow children to mix with other ‘bubbles’. Limit staff movement between bubbles where possible. If it has to happen they keep at least 2m distance. A detailed plan for the school can be found in ‘The school reopening’ document where all of these concerns have been addressed. | Low |
|  A child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. | High | A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. Child will be moved to wait outside school office and supervised until parents arrive.  | Low |
| Clinically extremely vulnerable individuals coming into school. | High |  Clinically extremely vulnerable individuals are advised not to work outside the home when advised to. (Those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.**Shielding advice will change on 1st August** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> | Low |
| A child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) and comes into school. | Low | If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. | Low |
| Children needing to use the toilet, monitoring the amount of children in the toilets at any one time. | High | Each social bubble group will have a toilet allocated to them either in their classroom or next to it. Children will only be allowed to go 1 at a time. | Low  |

**In our Planning and organising we have considered the following:**

* Updated risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures.
* This risk assessment has been made in line with the government guidance for schools reopening in September and March <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
* Ensured that all health and safety compliance checks have been undertaken before opening.
* Organised class groups into bubbles with classroom rules and layout to be set up in accordance to the guidance issued.
* Organised safe space markings on floor for parents to maintain distance during (short) waiting times.
* If a child feels unwell and has symptoms, parents will be called immediately; the child will be sat outside the office supervised. Parents will be told the child can not return until they have had a Covid19 test and it comes back negative. During this time, staff members that are working across bubbles will be restricted from working with their second bubble until test returns. If a child comes back positive the bubble will have to isolate until they complete their 10-day isolation period.
* If a child displays symptoms at home, parents should not send the children into school, arrange a test and isolate the household until a negative result has been received and the child can return to school. The same applies for staff.
* If a member of a household has symptoms, children should not be sent into school, even if they are not displaying symptoms themselves.
* Children cannot return from self-isolation until the person with symptoms have tested negative or undertaken a 10 day isolation period.
* If a child has been in direct contact with someone who has tested positive for Covid-19 and has been told to isolate, they will need to isolate for 10 days.
* Information symptoms can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

**What does a Negative test result mean?**

A negative result means the test did not find coronavirus.

You do not need to self-isolate if your test is negative, as long as:

* everyone you live with who has symptoms tests negative
* everyone in your support bubble who has symptoms tests negative
* you were not told to self-isolate for 14 days by NHS Test and Trace – see what to do if you've been told to self-isolate
* you have not travelled to the UK from a place with a high coronavirus risk – see how to self-isolate when you travel to the UK on GOV.UK
* you feel well – if you feel unwell, stay at home until you’re feeling better

**March 2021 School Reopening Plan**

**“Bubbles” and classroom arrangements**

In line with the official guidance each class will form a separate bubble and will not mix with other bubbles at any time. This reduces the number of children and adults any one individual comes into contact with during the day and reduces the potential of virus transmission from person to person. Also in line with the guidance, children will sit next to each other and will be encouraged and reminded not to face one another. Children will also be regularly reminded of the new behaviours required to reduce the chances of infections. All desks will be laid out according to the guidance: spread out and facing the front.

As before resources, whenever possible, will not be shared; those that are will be cleaned regularly.

Wherever possible children will not be moved or sent out of class even for misbehaving and If necessary, a member of leadership may be sent for to have words with children. Parents will be expected to be very supportive if behaviour from children is below our expectations because poor behaviour means added risk to all of contracting Covid-19.

If a child is unwell, they will be sent to sit outside the office block (supervised) until parents arrive to take their child home. If the weather is unpleasant, children will wait in the waiting area for visitors, as this will not be used in term 4 by visitors. Parents will be told that the child can not return until they have had a Covid19 test and it comes back negative. During this time, staff members who are working across bubbles will be restricted from working with their second bubble until the test result returns as negative. If a child ever tests positive for Covid-19 the bubble will have to isolate for 10 days. These arrangements of course include staff.

**Staff working in different “bubbles”**

One thing that will be different is that, initially where possible, I want to keep staff limited to working in a maximum of 2 bubbles. This means that there may be occasions when classes are taught either by the teaching assistant or by the teacher through the classroom whiteboard using “Microsoft Teams” but as a school we will try our upmost not to close bubbles, unless they have to isolate.

Only members of the Leadership Team, the FLO, office manager and cleaners can move between classrooms but they will only do so when it is absolutely necessary. If it is necessary, they will maintain social distancing and limit their time in the bubble to a maximum of 15 minutes.

**Handwashing**

Children and staff will be expected to wash hands thoroughly many times during the day for at least 20 seconds, including before and after every lesson. Children will be encouraged to alert staff if soap runs out in the toilets. Signs will be put up to encourage this. Children will only be able to use the toilets allocated to their class bubbles, even at break time.

**Timings**

Based again on the government guidance, we are continuing with the staggered starting and finishing times and will therefore continue with the arrangements that were in place before Christmas. If siblings do not have the same start time, they will all be allowed to go in to their own class at the same time (the earlier time). To ease car congestion parents are asked not to arrive prematurely or park too early.

**Start and finish times**

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| **Class** | **Start** | **Finish** |
| **Owls** | 8.40-8.45Via main office | 3.05Via playground |
| **Badgers** | 8.50-8.55Via main office | 3.15Via playground |
| **Foxes** | 8.40-8.45Via KS1 gate | 3.05Via playground |
| **Squirrels** | 8.50-8.55Via KS1 gate | 3.10Via playground |
| **Rabbits** | 9.00-9.05Via KS1 gate | 3.00Via playground |

When collecting children from the playground at the end of school we, once again, ask parents to enter the playground from the gate nearest to the cemetery and to exit the playground via the ‘main office’ gate. Parents will only be allowed onto the playground a minute before their child’s class is due to finish. Again, if there are siblings, please come at the latest time; the sibling who finishes earlier can wait in class until their sibling has finished. Please do everything to ensure that there is no crowding.

**Toilets**

Children will continue to not share toilets with other bubbles.

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| **Class** | **Toilets to be used** |
| Rabbits | Rabbits Classroom toilets |
| Squirrels | Toilets outside Squirrels |
| Foxes | Toilets outside Foxes |
| Badgers | The current boys’ toilets outside Owls class (this will be a unisex toilet) |
| Owls | The current girls’ toilets outside Owls class (this will be a unisex toilet) |

All the toilets will be unisex, however, cubicles in the junior toilets will be clearly signed to determine which sex each cubicle is for. Only one child will be sent to the toilet at a time.

**Lunch and playtime**

The children will continue to have shorter but more frequent playtimes. Initially they will only be allowed to play with children in their bubble.

School dinners will resume from the 8th March as normal, which will mean next week will be the last week of FSM vouchers. Lunches will continue to be eaten in classrooms except for the Rabbits class.

**Uniform**

Children should wear normal uniform from the 8th March. However, on days the children have PE, which will be two days a week, children will be expected to wear PE kit all day; trainers, tracksuit bottoms or shorts, a Charing PE t-shirt and a Charing fleece or jumper if necessary. Wearing PE kit will prevent children having to get changed and stop the hygiene issues this could raise.

**Visitors**

Only essential visitors will be allowed in the school during the first term. All visitors will be signed in by the office manager, asked to use hand sanitizer on arrival and have their temperature taken. They will fill in a Covid survery when they sign in. Parents will not be allowed into the school building unless it is essential and phone meetings or emails will be used as necessary for routine communication. Governor visits will only take place in the school if they are absolutely essential and cannot be carried out remotely. The same procedures and restrictions apply to school advisors etc.

**Ventilation of classrooms**

·         Non-fire doors propped open with a wedge.

·         Windows opened just enough to provide background ventilation.

·         Windows opened more fully during breaks.

·         External doors opened where deemed safe to do so and where this doesn’t breach fire/security/lockdown concerns.

·         Building Management System (BMS)/Air Handling Units (AHU)/Air Conditioning serviced and reviewed by HVAC contractor. Systems are not recirculating air.

·         Centralised Ventilating Systems turned off.

·         Ceiling or desk fans used to improve the circulation of outside air.

·         Heating systems serviced by HVAC contractor.

·         Appropriate clothing worn by staff and pupils.

**Online learning**

To help ensure the school is ready for the return, ‘teams’ live lessons will conclude on Wednesday 3rd March. On Thursday 4th March and Friday 5th March, work will be set online. If the school has lent you any electronic devices such as a laptop during the school closure, these should be returned to the school office by Wednesday 10th March at the very latest.

Teachers shielding or isolating will be expected to contribute to the in school class teaching through ‘Teams’ on the interactive whiteboard. Children isolating or shielding will be set work that can be accessed on the school website.

**Cleaning**

Since June 2020, the cleaning hours have increased to give cleaners more time to clean each area of the school thoroughly, especially touch points in a classroom. If there is a positive case of Covid-19 and a bubble has to close, the classroom and the toilets of the bubble will be closed until the bubble reopens. The rooms where someone with Covid 19 has been will be cleaned thoroughly the night the bubble has been closed with cleaners wearing PPE to protect them. The room will also be cleaned thoroughly the evening before the bubble reopens. Each classroom will undertake a deep clean at least once a term.

**Staff testing**

From 26th January staff will be given Lateral Flow tests to take twice a week before work – this is optional. If a test comes back positive the bubble will be closed, initially until a second result come back positive or the 10-day isolation period ends (if the second test is positive). Please see the full Lateral Flow Risk assessment separate to this document.

**Staff accessibility**

Although staff may move across bubbles this will be restricted where possible; staff will not teach or work in any more than 2 bubbles until the end of term 5 at the earliest. PPA will be arranged to try and limit staff movement. Staff will be allocated toilets and photocopiers they can use but all staff will be able to use the staffroom during breaks, however there will be a limit of a maximum of 3 in the staffroom at any one time. Lunch breaks will be arranged so that they are staggered to limit too many being in one room. Adequate cleaning provision will be provided for staff to wipe down equipment and furniture after use.

PPA will be taken from home, where possible but NQT time will need to take place at school. Staff meetings will be carried out remotely where possible but where not they will be held in the hall where there is a bigger space. Lesson observations will take place where necessary, this may include video recording. When the observer is in the room, they will maintain social distances and not be in the room for longer than 15 minutes. Leadership meetings will take place remotely at 4pm. Leaders can return to work at their desks but must keep their distance from other leaders and not touch the other leader’s desks or equipment.

The Consultant Head Teacher will work remotely every Tuesday alongside the Head of School in term 4 and will review the situation at the end of term 4. However, the Consultant Head Teacher will come into school if it is essential.

**Review**

This plan provides the basis for a safe and successful return to school on the 8th March. It will be reviewed and modified as appropriate at the leadership meeting on Tuesday 23rd March.