

Education – Corona Virus (Covid 19) Risk Assessment / Wider Opening of School Plan

Issue / concern	Considerations to mitigate risks	Already in Place Further Action required to mitigate risks
<p>Government guidance to increase the numbers of pupils in school with effect from 1st June 2020, specifically Nursery, F2, Y1 and Y6</p> <p>Government guidance to increase the numbers of vulnerable and SEND pupils in all year groups</p>	<p>1. <u>Health and Safety of Staff</u></p> <p>(a) Mental health and well-being</p> <ul style="list-style-type: none"> - what is in place to ensure that staff have opportunities for self-referral to mental health support. - What is in place to provide opportunities for confidential conversations/counselling sessions <p>(b) Shielding staff</p> <ul style="list-style-type: none"> - How will you ensure these staff are kept up to date with developments in school so they don't feel isolated. - What are your expectations of them regarding working from home. <p>(c) Staff living with someone who is shielding</p> <ul style="list-style-type: none"> - If they can't be separate from the person isolating what are your expectations? <p>(d) Staff who have to self isolate</p> <ul style="list-style-type: none"> - If a member of staff develops symptoms <ul style="list-style-type: none"> (a) what will be your actions to ensure safety of that member of staff and other staff who may have been in contact. (b) How will you organise testing for that member of staff? (c) What are your arrangements if a child shows symptoms (or siblings) e.g. send home to isolate. (d) What will be your actions to inform parents/carers (e) What will be your actions to make changes to the arrangements in school. 	<ul style="list-style-type: none"> • (a) • Existing procedures already in place for a mentally healthy school – staff and pupils • Shireen Green – Child Counsellor and Mental Health Lead in school. • Mental Wellbeing board in staffroom – contact numbers for support shared with staff via email. • (b) • Regular phone/email contact with shielding staff members.Staff whatsapp group too. • Potentially shielding staff will be in charge of providing home learning planning for year groups/children not within school or carrying out tasks which do not require them to be in school. • (c) • Currently this is not applicable at Aston Fence. • (d) • We will refer to the Government's guidance document and follow the procedures regarding testing and self-isolation within there.

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	<p>How are you going to collate the above information and keep this up to date?</p> <p>Are you intending to facilitate temperature checks for staff?</p> <p>What are your recommendations for wearing of face masks by adults and children. How will this message be delivered to parents and children. What if some children have masks and some don't?</p>	<ul style="list-style-type: none"> • We will add any details, paperwork etc to our existing COVID-19 file. • We will follow Government guidance regarding temperature checks and PPE equipment with in school. • We have purchased the relevant PPE for staff. All bubble groups have their own stock and staff have received guidance on when to wear it and how.
	<p>2. <u>Preparing to welcome children into school</u></p> <p>(a) Parents/Carers How will you collect information from parents/carers about the following e.g. on line survey, telephone survey etc:</p> <ul style="list-style-type: none"> - Any shielding parents/carers - Any vulnerable parents/carers - Addressing any parent/carer concerns regarding return to school <p>(b) How are you determining how many children you can welcome initially? See below for consideration around this question.</p> <p>(c) How are you preparing the site? See below for consideration around this question.</p>	<ul style="list-style-type: none"> • (a) • An initial letter will be sent to parents (14.5.20) informing them of proposed changes and asking them to inform us of their intention to send their child to school or not. • We will collate this information and then organise 'bubble groups' accordingly. • (b) • Please see below. • (c) • Please see below.
	<p>3. <u>Entering and Leaving the Site</u></p> <p>How will you ensure a safe arrival and exit for children,</p>	<ul style="list-style-type: none"> • (a) • Bottom gate to be the entrance to the school grounds and the top gate to be the exit – one-

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	<p>staff and parents?</p> <p>(a) Number of gates to open or close. How will these be staffed to safeguard very young children? How will this differ from your normal practice?</p> <p>(b) How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensure social distancing? Will you:</p> <ul style="list-style-type: none"> - stagger arrival and departure times, how will these be organised and staffed? - manage parents on the school site and outside gates? - create a one-way system? <p>How will you ensure there is effective communication about these systems so they are adhered to.</p>	<p>way system. Mrs Dawson plus another staff member to safeguard children's entry into school. Main entrance to be used.</p> <ul style="list-style-type: none"> • (b) • Staggered start times and pick up times for each 'bubble group'. Timetable planned. • Parents will only be allowed up to a certain point in the car park and their child will then have to go into the building alone (under staff supervision). • Parents will not be allowed in the school building at all. All communications will take place in the form of emails or telephone conversations.
	<p>4. <u>Moving in and around school</u></p> <p>There will be a need to minimise the movement around school for everyone's safety. Consider:</p> <ul style="list-style-type: none"> - Routes into and out of each classroom or space being used. - Travel on corridors e.g. single file, one way, markings on the floor - Staggering of entry and exit times for breaks and lunch. - Trips to the toilets and for regular hand washing 	<ul style="list-style-type: none"> • A one way system will be organised within school. Map created. • Bubble groups will have set times to move around school eg lunch/play. • Specific toilets will be designated to different bubble groups. 1 set per group. • Tape will be used to demarcate social distancing measures within classrooms and corridors (where possible) • Hands will be washed at specific times during the day and at any additional times deemed necessary by staff.
	<p>5. <u>Classrooms</u></p> <ul style="list-style-type: none"> - There will be a need to ensure as much social distancing as possible. (The answers to these questions will help you to determine how you can roll out increasing numbers in the identified year groups) 	<ul style="list-style-type: none"> • Tape – please see above. • Classrooms will be rearranged to ensure as much social distancing as possible. • We have established how many children we can safely accommodate within each learning space. • We currently have 7 learning areas plus the

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	<p>Consider:</p> <ul style="list-style-type: none"> - How many children can safely be taught in a classroom space with 2m gap between tables? - How many classroom spaces can you safely use given the requirements for moving around corridors and toilet accessibility? - How will you organise the classrooms to ensure as little need for movement around the classroom as possible (will this be one way?) - How will you facilitate regular cleaning routines for surfaces? - How will you facilitate regular hygiene sessions e.g. hand washing? <p>Numbers of children – consider</p> <ul style="list-style-type: none"> - What is your initial judgement on a safe number of children to invite back into school? <p>Government guidelines state that schools should start with the youngest e.g. nursery, then F2, then Y1. Consider how this message will be portrayed to parents when some children are invited in and some not.</p> <p><i>We want to ensure consistency across Rotherham for schools and parents and would suggest that you use a pupil's date of birth, inviting children into school youngest first. This will ensure that all parents, irrespective of school attended will get the same message.</i></p>	<p>hall if required.</p> <ul style="list-style-type: none"> • We will use tape to demarcate distances within classrooms and use a one way system in and out of the area. • Additional cleaning supplies have been ordered and we will clean surfaces throughout the day as well as the whole school cleaning which takes place before and after school each day. AW/GC/YO in charge of cleaning throughout the day – surfaces, resources etc • Hands will be washed at specific times during the day and at any additional times deemed necessary by staff e.g. after going to the toilet. • Currently – FS2 – 2 x 11 • - Y1 - 1 x 9 1 x 7 • - Y6 - 1 x 10 1 x 9
	<p>6. <u>Toilets</u></p> <p>Consider:</p> <ul style="list-style-type: none"> - Will you need additional cleaning time to make these more regular (how regular do they need to be and will this need reviewing as you gradually increase the number of pupils in school?) - How many toilet facilities do you have? How 	<ul style="list-style-type: none"> • Bubble groups will be allocated a specific set of toilets to use. They will not be permitted to use any other facilities. • Each set of toilets will be cleaned at the beginning and end of each day. As numbers grow this may need to be increased. • All bins are emptied at lunchtime by staff and the end of each day by Mr Needham.using a

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	<p>many of these can be safely used?</p> <ul style="list-style-type: none"> - How will you organise use and will this be supervised? - How will you ensure used paper towels are disposed of regularly and not left in waste baskets? - 	<p>double bagging system. We do not use paper towels in toilets – only hand driers.</p>
	<p>7. <u>Lunchtimes</u></p> <p>There will be a need to minimise the number of children gathered in one location.</p> <ul style="list-style-type: none"> - Hot meals or sandwiches? This may need a discussion with your provider. - Can this take place outside if weather permits? - How will you organise the indoor eating space for collection of food? - How will the environment be kept cleaned between groups? 	<ul style="list-style-type: none"> • Children requiring a school meal from our kitchen will only be offered a cold,packed lunch in line with Government and LA guidance.. • Bubble groups will eat their lunch in their learning space or outside in a designated area at staggered times if the weather permits. • Tables will be cleaned thoroughly after children have finished eating.
	<p>8. <u>Outside Playtimes</u></p> <p>There will be a need to minimise the number of children gathered together. How will you organise this?</p> <ul style="list-style-type: none"> - Can the outdoor space be divided safely? - How will activities be organised? - How will you timetable the space if needed? 	<ul style="list-style-type: none"> • Zoning arrangements: • We will use the top and bottom playgrounds as two different zones. Playtimes and lunch breaks will be staggered for different bubble groups.

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		<ul style="list-style-type: none"> • Supervision arrangements: • SMSA staff, JM and SJD will cover the staggered lunch breaks. They will not be permitted to move between zones and must adhere to social distancing guidelines. • Organisation: see timetable • Timetable in place
	<p>9. <u>First Aid</u></p> <p>There will be a need to minimise direct contact with children.</p> <ul style="list-style-type: none"> - Will you provide PPE? - Will you provide masks and gloves? - How will used resources be disposed of? 	<ul style="list-style-type: none"> • Refer to the model first aid risk assessment • • We have purchased the relevant PPE for staff. All bubble groups have their own stock and staff have received guidance on when to wear it and how. • Arrangements for isolation and collection if a child shows symptoms whilst in school : • In-line with Government guidance, any child displaying symptoms will be placed in the quiet room (staff to have donned PPE firstly) and their parents will be contacted to collect them. They will be encouraged to get tested and advised to self-isolate for 7 days. • Other pupils removed from room and the room cleaned before allowing other pupils to return. If a positive test is received, self-isolating guidance will be deployed (see below).

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		<p>-If a child or member of staff tests positive, the rest of their class or group within school will be sent home and advised to self-isolate for 14 days. We will inform them by email and advise them to self-isolate and inform school should symptoms/testing prove positive. The classroom will be deep cleaned.</p>
	<p><u>10. Safeguarding/SEND Arrangements</u></p>	<ul style="list-style-type: none"> • Safeguarding arrangements will continue as usual. All DSL and DDSL staff are in school. • Pupils with an EHCP/vulnerable pupils will continue to be contacted by CD. • SEND support will be minimal but we have identified bubbles which require extra adults because of the pupils within them. Interventions will not be taking place currently.
	<p><u>11. Learning Opportunities</u></p>	<ul style="list-style-type: none"> • Home Learning – will still be planned by SC and EN and available to all year groups including FS2, Y1 and Y6 who elect to remain at home. This will continue to be sent weekly by email. We have now purchased support workbooks for all year groups except FS2. • We have set up a designated email address for this aspect of school so that parents can communicate directly with Mrs Craven and Mrs Naidu.
	<p><u>12. Communication</u></p>	<ul style="list-style-type: none"> • With parents: • Continued use of ParentPay, Home Learning email, Twitter and website. • With Staff: • Email • Board in staffroom

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		<ul style="list-style-type: none"> • Whats app for more informal communications.