

**Whole school risk assessment – Keyworth Primary School (June 2020)**

Risk	Action	How this looks in practice
<b>Staff</b>		
<p><b>To ensure staff are informed and consulted</b></p>	<p>Risk assessment shared with all staff and feedback welcomed            Staff to receive information on health and safety            Creation of a <i>Staff Guidelines</i></p>	<ul style="list-style-type: none"> <li>• Every staff member will be provided with a copy of this risk assessment and subsequent supporting documents.</li> <li>• It is each staff member’s individual duty to ensure that they have read this document and any subsequent documents provided by senior leaders.</li> <li>• If any staff member requires further support in understanding this document or others provided, they will speak to a senior leader immediately.</li> <li>• Training will be provided to staff through an INSET in small groups, detailing and discussing the risk assessment and guidelines.</li> <li>• Staff will be consulted on a code of conduct and share expectations.</li> <li>• Staff to be reminded of government guidance regarding keeping safe at this time and the expectation that they are following it.</li> <li>• All elements of the risk assessment to be reviewed regularly by senior leaders in collaboration with staff.</li> </ul>
<p><b>To ensure social/physical distancing amongst the adults</b></p>	<p>No more than 6 staff members in the staffroom ensuring they are 2 metres apart            Adults to be especially mindful of hygiene standards in adult shared areas            The office is not to be used by any staff member other than office staff (or senior leaders, if necessary)            Staff do not need to sign in and out each day            Adults to remain 2 metres apart            Where possible, meetings to be conducted outside            Staff to email senior leaders with suggestions or concerns once school is operational</p>	<ul style="list-style-type: none"> <li>• Staggered break and lunch times for staff (staff will be given a daily timetable).</li> <li>• Staff to leave the school premises when it is not necessary for them to be there e.g. PPA.</li> <li>• Staff to communicate any queries or concerns with senior leaders via email.</li> <li>• Staff do not need to sign in and out each day.</li> <li>• Any dishware or cutlery used by staff must be immediately put into the dishwasher to be washed.</li> <li>• Staff to ensure that any area that they use is left clean.</li> <li>• If staff need to contact the school office, this should be done via email or by using the internal phone system. Staff do not need to sign in and out each day but instead go directly to their designated area.</li> <li>• Cleaning materials provided in classrooms and communal areas.</li> </ul>

<p><b>To ensure staff and pupil safety</b></p>	<p>A return of pupils to school is staggered and systems put in place that are reviewed.  Staff to only wear PPE if it is regularly changed - self supplied  Government guidance only recommends use of PPE for staff who have physical contact with children  PPE provided by school to carry out intimate care duties  Staff and children to receive training  Vulnerable groups to be considered for adjusted roles or for additional protective measures</p>	<ul style="list-style-type: none"> <li>• Childcare provided for staff as keyworkers.</li> <li>• Normal procedures for intimate care to be followed – use of disposable gloves.</li> <li>• All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2-metre distance.</li> <li>• Disposable gloves to be used for any first aid that requires physical contact.</li> <li>• Wherever possible application of eczema cream, sun cream and similar will be administered by the parent before the school day starts. Any necessary reapplication during the day will be done by the child under supervision if possible. If an adult needs to apply cream then gloves, mask and apron will be worn.</li> <li>• Asthma pumps and other medication that does not need to be refrigerated will be kept in the child’s pod classroom for easy access.</li> <li>• Children who display any symptoms of illness at home should not be sent to school. Any children displaying symptoms in school will be isolated and then sent home.</li> <li>• Pregnant women to be given roles which allow further social distancing.</li> <li>• BAME members of staff to be offered individual consultation around their role.</li> <li>• BAME members of staff to wear PPE at all times if desired.</li> <li>• Staff to receive training through INSET. Children will be taught and shown new school procedures.</li> </ul>
<p><b>Parents/Carers</b></p>		
<p><b>To ensure parents and carers are well-informed</b></p>	<p>Information sheets shared with parents regarding pick up and drop off  Information shared on school-based actions so they can prepare their children</p>	<ul style="list-style-type: none"> <li>• A letter will be sent to parents/carers detailing the measures we are taking.</li> <li>• Parents/carers to be asked to adhere to government guidance e.g. social/physical distancing.</li> <li>• Copies of the parent information sheets will be emailed to all staff and posted in the main school office so that every staff member is aware of what has been communicated to parents.</li> </ul>

<p><b>To limit large numbers of pupils/parents arriving/leaving school at the same time.</b></p>	<p>Year groups to have designated arrival and leaving slots:  Year 6 to arrive at 8:30 and leave at 3:00  Year 1 to arrive at 8:45 and leave at 3:15  Reception to arrive at 9:00 and leave at 3:30  Nursery to arrive at 8:45 and leave at 3:15  Siblings to arrive at later slot together</p> <p>Children to access school via different gates  Key workers children to be able to arrive from 8:30  No breakfast club  ASC for Key Workers and vulnerable children only  Parents/carers encouraged to walk or cycle to school  Parents/carers to be requested to queue 2 metres apart when dropping off and picking up their children Encourage only 1 adult to drop children off and pick up</p>	<ul style="list-style-type: none"> <li>• Senior leaders will be present at all school gates to coordinate arrivals and exits and supervise social/physical distancing amongst parents.</li> <li>• Support Staff will be in the playgrounds to direct children to their allocated routes to their classrooms.</li> <li>• Teachers will be based in their allocated classroom/area ready to greet children.</li> <li>• Support staff will remind/supervise children to wash hands and/or use hand sanitiser on arrival.</li> <li>• Staff supporting individual SEND children will collect designated child at an identified gate. Parents will not enter the school site. This will be coordinated by Kristin.</li> <li>• Parents/carers will be informed of these arrangements.</li> <li>• Premises staff will ensure that any contractors who have to enter the school are provided with a code of conduct which is explained to them. Where possible contractors will be asked to come after 3:30.</li> </ul>
<p><b>To allow no non staff onto the school premises unless essential</b></p>	<p>Parents/carers to drop children at designated gates - see individual school plans  No outside adults permitted onto school grounds unless necessary  Designated lines on floor to tell parents/carers not to cross  No face to face access for parents with any school staff including the office - except safeguarding concerns  Contractors to be given clear instructions upon arrival -where possible arrive after 3:30  Creation of <i>Code of Conduct</i></p>	<ul style="list-style-type: none"> <li>• Senior leaders will be present at all school gates to coordinate arrivals and exits and supervise social/physical distancing amongst parents.</li> <li>• Staff supporting individual SEND children will collect designated child at an identified gate. Parents will not enter the school site. This will be coordinated by Kristin.</li> <li>• At home time pods will be taken to their allocated playgrounds. They will leave classrooms at staggered times to reduce numbers in corridors. They will be lined up as far apart as possible. A member of the senior leadership team will be on hand to support handover.</li> <li>• Parents will be directed to the office email address and/or the main school phone number to communicate with staff. Safeguarding concerns must still be reported immediately using normal procedures.</li> <li>• Office will be responsible for ensuring that no parents or visitors enter the school site via Faunce Street Gate.</li> <li>• A <i>Code of Conduct</i> will be given to visitors to the school site.</li> </ul>
<p><b>Children</b></p>		
<p><b>To facilitate children in</b></p>	<p>See individual school plans  Parents/carers to be contacted to ascertain numbers of</p>	<ul style="list-style-type: none"> <li>• Senior leaders have contacted families to identify numbers of children attending.</li> </ul>

<p><b>groups of no more than 15</b></p>	<p>pupils attending Furniture reconfigured in classrooms so a maximum of 15 children can be accommodated sitting 2 metres apart. Children to remain only with 15 children for learning, playing and eating. Designated adults to remain with the same 15 children</p>	<ul style="list-style-type: none"> <li>• Staff will be provided with individual instructions on their designated group and daily timetable by their phase leaders.</li> <li>• Staff from year groups currently not in school will be distributed to create further pods.</li> <li>• Playgrounds are to be divided so that groups of children do not mix.</li> <li>• Premises staff will ensure physical spaces meet health and safety requirements.</li> <li>• Lawrence will review health and safety in-line with appropriate guidelines.</li> </ul>
<p><b>Where possible to implement social/physical distancing measures</b></p>	<p>Parents/carers sent guidelines on social/physical distancing and hygiene (e-bug) to prepare their children Signs explaining social/physical distancing displayed around school building Designated times throughout day for each class to wash hands to avoid lots of children at facilities at same time -see individual school timetables No 1:1 or small group interventions as spaces too confined</p>	<ul style="list-style-type: none"> <li>• Resources provided to parents and children. These will be emailed to all staff and available in school.</li> <li>• Signs prepared prior to re-opening, and posted around school by site staff.</li> <li>• Corridors will have taped walkways to help people adhere to social distancing.</li> <li>• Hand washing timetable being created by senior leaders and given to all staff.</li> <li>• Staff to ensure that only one child at a time is sent to the toilets (apart from scheduled handwashing times).</li> <li>• 1:1 reading in EYs and Year 1 to be carried out using texts on the IWB. The large screen will enable staff and children to share a text without sitting too close together.</li> <li>• Where children in EYs and Year 1 are free flowing, staff will monitor numbers of children playing / learning inside and outside at any time, e.g. all 15 children should not play inside at the same time. If the weather means that this is necessary, children should be directed to specific areas of the classroom to play in order to avoid congestion.</li> </ul>
<p><b>To ensure levels of social/physical distancing over lunchtime/play times</b></p>	<p>Kitchen to prepare cold food which can be eaten in classes (15 children only) List of children with medical needs and food allergies given to adults in individual classes. Children to play in designated play areas (30 children only) – see individual school plans</p>	<ul style="list-style-type: none"> <li>• Staff will be provided with individual instructions on their designated group and daily timetable by their phase leaders.</li> <li>• Lunches will be served by meal supervisors designated to specific classes.</li> <li>• If children bring their own packed lunch this will be stored on their peg and handled only by the child it belongs to. Parents have been</li> </ul>

	Staggered playtimes and lunchtimes - see individual school plans No assemblies or gatherings of more than 15 children in confined spaces	<p>informed that packed lunches must be thoroughly washed each day.</p> <ul style="list-style-type: none"> <li>• Games likely to involve physical contact, e.g. football, will not be played.</li> <li>• Updated medical info, including allergy info, to be sent to all staff via email.</li> </ul>
<b>To ensure safe movement around the school</b>	See individual school plans Lanes created Designated entry and exit points to school building	<ul style="list-style-type: none"> <li>• See above sections on signage, staggered timings, individual timetables.</li> <li>• Walking lanes created with all children and adults expected to stay in their lanes and adhere to 2 metre social distancing as shown by arrows on the floor.</li> </ul>
<b>To ensure individual risks are identified for children with EHCP</b>	Individual risk assessments and transition arrangements completed if necessary and shared with all relevant staff	<ul style="list-style-type: none"> <li>• Risk assessments for EHCP children created by the Inclusion Manager, to be shared with relevant staff and families. If there are concerns in relation to the safety of a child or staff once a risk assessment has been completed, parents/carers may be asked to keep their child at home.</li> <li>• Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine before they are allowed to return to school.</li> </ul>
<b>To reduce numbers of children at ASC</b>	Only keyworker children and vulnerable children from Keyworth are able to attend	<ul style="list-style-type: none"> <li>• ASC staff to adhere to health and safety guidelines as listed in this document.</li> <li>• Queries about ASC to be directed to the Afterschool Club Manager.</li> </ul>
<b>Limiting virus transmission</b>		
<b>To ensure hygiene standards are adhered to</b>	Hand sanitiser and bleach spray available in each classroom. TAs/teachers to wear gloves to clean surfaces regularly Regular cleaning of surfaces/door handles/light switches throughout the day Toilets to be cleaned throughout the day All soft furnishings including cuddly toys removed Children regularly reminded of expectations around washing hands/coughing /tissues Staff will not be able to apply sunscreen - parents need to do it before school.	<ul style="list-style-type: none"> <li>• Office to order cleaning and sanitising supplies for each class.</li> <li>• Premises staff responsible for re-stocking as necessary.</li> <li>• Premises staff to remove unnecessary furnishings and provide staff with black bags for storage.</li> <li>• School staff responsible for immediately reporting to premises staff where cleaning and sanitation products are not available/running low.</li> <li>• Hand washing timetable and supervision around hygiene.</li> <li>• Premises staff to ensure that toilets are cleaned at regular intervals throughout the day and on top of any other daily cleaning arrangements.</li> <li>• When children return from being outside/PE, they should line up and wash their hands one at a time before sitting at their tables.</li> </ul>

		<ul style="list-style-type: none"> <li>• Premises Manager to conduct a health and safety audit in-line with appropriate guidelines.</li> </ul>
<b>To ensure there are safe practices around intimate care/first aid</b>	<p>Normal procedures will be followed but staff will have option to wear further PPE (self-supplied)</p> <p>Where possible children encouraged to administer own first aid for minor injuries</p> <p>Adults to wear gloves when administering first aid and staff will have option to wear further PPE (self-supplied)</p>	<ul style="list-style-type: none"> <li>• Normal procedures for intimate care to be followed – use of disposable gloves. Staff can wear masks for intimate care and first aid if desired.</li> <li>• All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children with staff supervising from a 2-metre distance.</li> <li>• Disposable gloves to be used for any first aid that requires physical contact.</li> </ul>
<b>To ensure that safe practices are adhered to if a child/adult is suspected of having COVID</b>	<p>Staff all informed of symptoms of Covid 19, including newly recognised symptoms - loss of smell and taste</p> <p>Child/adult immediately removed from others and adult dealing with situation to wear PPE</p> <p>If diagnosis confirmed, all staff who have come into contact to be tested</p> <p>Wider community informed of confirmed case</p> <p>Parents/carers to be reminded not to send children who are displaying symptoms or if they have symptoms themselves.</p>	<ul style="list-style-type: none"> <li>• Symptoms to look out for shared with staff at INSET.</li> <li>• Child exhibiting symptoms will be removed from others to await collection. They will be isolated in a designated 'sick bay'. Where possible the staff member from their pod will supervise from outside the room. If the child is too young for this the staff member will maintain a safe distance and wear PPE. Only one child at a time will use the room and it will be cleaned between uses. If it is in use when needed by another child then an empty classroom will be used.</li> <li>• Thermometers will be provided in the sick bay.</li> <li>• Office to call parents/carers to arrange immediate collection and seek medical treatment.</li> <li>• Senior leaders to communicate with staff re: diagnosis.</li> <li>• If an individual tests positive, school will follow government guidance on next steps, including testing those who had contact with the individual. If a member of staff is infected then normal sickness procedures should be followed.</li> </ul>
<b>To reduce transmission rates</b>	<p>Where possible to carry out learning outside</p> <p>Limit number of toys/resources available in each class to allow regular cleaning.</p> <p>Playground equipment limited and cleaned at the end of each playtime</p> <p>All self-selection drawers sealed off</p> <p>Climbing frames not used</p> <p>Book corners not used - children to select a number of books</p>	<ul style="list-style-type: none"> <li>• Where possible, carry out learning outside.</li> <li>• Some internal doors will be propped open to reduce the use of door handles. Fire evacuation procedures to be amended accordingly.</li> <li>• Where possible teachers should control IWBs from their laptops while teaching. If they need to touch the IWB they should spray and wipe it before the lesson.</li> <li>• If children are using IWBs they should be regularly sprayed and wiped as with other resources.</li> </ul>

	<p>and return to desk.          Windows and doors left open where possible          Children to have individual equipment packs -tray/pencil/pen          No marking          No singing          All adults to wear gloves when cleaning          Children not allowed to bring book bags and PE kits to school.          All other items need to be washed daily.          Children to wear clean clothes every day          Limit playground equipment          Water fountains taped off</p>	<ul style="list-style-type: none"> <li>• Teachers to limit number of toys/resources available in each class to allow regular cleaning.</li> <li>• All outside equipment in EYs and year 1 to be cleaned regularly; bike handles sprayed after each use and sand pit sanitised etc.</li> <li>• If using playdough / salt dough this should be provided in individual bags to be used by each child.</li> <li>• Children should all bring in a labelled water bottle which will be kept on their table or in a designated place in EYs. If parents are unable to provide a water bottle a named cup or water bottle will be allocated to the child.</li> <li>• P.E. equipment such as balls, hockey sticks, bats etc will be submerged in a bucket of disinfectant after use.</li> <li>• All self-selection drawers sealed off – staff in each room to coordinate this. Self-selection will not be allowed in any year group. In Early Years specific toys / resources should be selected and put out so that they can be cleaned after each use.</li> <li>• Climbing frames not used.</li> <li>• Book corners not used - children to select several books to take home and keep at home (there should be no changing of books after the first stage of sending books home). Children should not be bringing book bags to school.</li> <li>• Windows left open where possible.</li> <li>• Children to have individual trays on their table containing all resources e.g. exercise books, pencils, resources etc. In Early Years children should have a labelled 'zippy wallet' containing a white board and pen and any other resources needed.</li> <li>• No marking to reduce touching of books.</li> <li>• Children will not bring P.E. kits to school. All children will be encouraged to wear trainers and appropriate clothing for school.</li> <li>• No singing in class or during in-class assemblies.</li> <li>• No mixing of designated groups of children throughout the day.</li> <li>• Gloves to be worn by adults when emptying worry boxes, tidying resources etc.</li> </ul>
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<b>Wellbeing</b>		
<p><b>To manage anxiety for both adults and children</b></p>	<p>Regular PSHE sessions with children to share their worries. Worry Boxes in each class – teacher removes paper using gloves Staff to have training on language used if children are not following guidelines Staff to have training on understanding others’ anxieties and vulnerabilities Adults reminded of safeguarding procedures for if children make safeguarding disclosures Adults to have regular forums to share their concerns both formally and informally Staff to have a forum to offer suggestions and adaptations to practices Continued monitoring of risk and, in particular, of vulnerable groups identified by the government guidelines</p>	<ul style="list-style-type: none"> <li>• PSHE lead to provide guidance and resources for daily PSHE sessions.</li> <li>• School staff to use guidance provided (sent via email) to support children who express worries about Covid or the current school situation.</li> <li>• Staff to be aware that colleagues may be anxious and/or vulnerable so need to ensure that guidelines provided in relation to the <i>Staff Code of Conduct</i> are followed.</li> <li>• Normal safeguarding procedures in place; staff to follow regular procedures.</li> <li>• Staff to communicate with senior leaders if they have worries or concerns to discuss, where possible via email.</li> <li>• Staff invited to email senior leaders with any suggestions regarding adaptations to practices.</li> <li>• Where staff are identified as being in a vulnerable group as identified by the government guidelines, they should ensure that senior leaders are aware of this so any additional risk assessments can be completed, as necessary.</li> <li>• Staff to be made aware of counselling services available.</li> </ul>