

Coronavirus (COVID-19) Wider Opening Risk Assessment – September 2020	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/003
		Date	12/07/2020

Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas	Date of Review	Last Reviewed 27 th August 2020
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Assessor	Print Name: : Deb Cross	Acting Head Teacher	Print Name: Deb Cross	Equipment or Plant No.	N/A
	Signed: : <i>Deb Cross</i>		Signed: : <i>Deb Cross</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
						L	S	R
Wider Opening – Whole School	<p>On Thursday 3rd September 2020 school will re-open to all children.</p> <p>As a rural location surrounded by an AONB, Geopark and Conservation areas we have numerous beauty spots. Following the easing of restrictions our village has seen an influx of visitors who are congregating and not maintaining social distancing.</p>	3	4	M	<p>To monitor the R rating for our local area and to respond appropriately with Academy Council support should the rate of infection increase.</p> <p>See Organisational plan for specific group arrangements.</p>	2	4	M

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				<p>Each class will constitute a 'bubble' with children sitting facing the front side by side wherever possible (this may not be possible for younger children).</p> <p>Each bubble will minimise contact with other bubbles/classes by having staggered arrival times, playtimes, lunchtimes and collection times.</p> <p>Should there be a confirmed case of Covid-19, we will immediately isolate the child in the designated isolation room, contact DDMAT and Local Health Protection Team.</p> <p>Parents will be informed that there is an expectation that they will keep any child displaying Covid-19 symptoms at home,</p>	
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					organise a test and then engage with the Test and Trace service informing school of the outcome of the test.			
Travel/School transport	There is no school transport. Parents will be asked to walk their children to school and park at the bottom of Ronnie Bell's bank.	2	4	M	When confirmation is received of swimming lessons resuming we will review transport RA.	1	4	L
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.	2	4	M	See Visitors risk assessment for more information (not attached).	1	4	L
Before/After School Entry/Exit Procedures.	A one way system will be used whereby ALL parents bring their children onto the yard via the main gate and EYFS, Class 1 & 2 parents will exit via the nursery gate whilst the other parents will exit via the side gate off the main yard and leave the premises via a designated route across the front of the school building. Class 5 will arrive at 8.30am Class 4 will arrive at 8.40am Class 3 will arrive at 8.50am	3	4	M	See Organisational plan for specific group arrangements. Spots will be used to identify 2m distances where parents & children should wait for entry onto the yard. Parents will be encouraged to stick to the allocated times as early or late arrival will increase	2	4	M

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	<p>Class 2 will arrive at 9.00am Class 1 will arrive at 9.10am EYFS will arrive at 9.20am</p> <p>Each bubble will be open from 8.30am and siblings can be dropped off together.</p> <p>At the allocated collection time the Class Teacher will bring the class out onto the yard and dismiss each child to their adult who will be waiting on a designated coloured spot. They will then leave via the side gate or nursery gate depending upon the class.</p> <p>Class 5 will be collected at 3.00pm Class 4 will be collected at 3.10pm Class 3 will be collected at 3.20pm</p> <p>The above parents and children will leave via side gate on main yard.</p> <p>EYFS will be collected at 3pm Class 2 will be collected at 3.05pm Class 1 will be collected at 3.00pm</p> <p>The above parents and children will leave via the nursery gate on EYFS yard.</p>				<p>the number of people on the yard.</p> <p>The timing of this plan will need to be carried out in the first day to ensure the timings work safely.</p> <p>Staff will be allocated to specific areas of the one way system to ensure compliance and understanding.</p>			
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	Classroom fire doors will be used for entry and exit where possible.							
Early Years & Primary aged children – lack of understanding	<p>Early Years and Primary aged children will not be expected to maintain social distancing within their own bubbles/classes.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.</p>	3	4	M	<p>Four SEND children who do not have the cognitive understanding about not touching and handwashing will have an individual risk assessment and teaching programme to support them to understand the new school rules.</p> <p>See Organisational plan for specific group arrangements.</p>	3	4	M
Staff Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>Staff receives sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day.</p> <p>Staff informed of 24 hour free counselling service.</p> <p>Staff have been given a copy of the school's well-being principles document.</p>	3	4	M	<p>Individual staff who may be extremely anxious to receive 1:1 support from SLT when necessary.</p> <p>SLT and Thrive Practitioner to monitor staff and respond if necessary.</p>	2	4	M

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	Staff are kept up to date on a regular basis with changes. Team meetings to be held Weekly with the option of attending via zoom/teams. Staff advised to remain 2m apart from other adults in school.						
Children's emotional well being	<p>We are very concerned about the emotional impact of Covid-19 on our children and their mental health.</p> <p>All children in school to be offered 1:1 session with Thrive Practitioner over the first few weeks. Thrive Practitioner to be released from classroom duties to deliver Thrive interventions when necessary. All children to receive Literacy lessons for first few weeks based on social story and/or transition back to school as a result of Covid.</p> <p>Lesson to be shortened with breaks for mindfulness and emotional health/Thrive activities for ALL children.</p> <p>SLT/SENDSCO to work closely with and support vulnerable families.</p>				<p>We will need to assess the impact on our children's mental health when we return to identify the number of children in need of support.</p> <p>SLT to monitor and support Thrive Practitioner so she is not overwhelmed with cases.</p> <p>Staff to receive training on teaching mental health to children via a Team Meeting training session.</p>		

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Sensory Seeking Behaviours displayed (SEND issues)	Children with sensory seeking behaviours have been identified and risk assessments carried out. Phased return and transition plans have been designed in conjunction with parents/carers for four specific children.	3	4	M	Monitor and adapt if SEND children with sensory issues return to school.	2	4	M
Emergency Procedures	<u>Fire</u> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. Children will not be expected to socially distance when lining up with their bubble/class but will be separate from other classes/bubbles. <u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.	3	4	M	A fire drill will be carried out W/C 7 th September 2020. The school ensures that the weekly testing of the fire alarm is carried out to ensure legal requirements are met. All teachers to have plans in place for how the curriculum will be delivered virtually in the event of the school be locked-down. Teachers to also make arrangements for the education of children who are shielding.	2	4	M

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Handling Cash	<p>Parents asked to pay with cash in a sealed envelope with child's name, amount and reason on envelope. Only admin staff to handle cash. Envelopes to be handed into cash collection boxes at main entrance and classrooms.</p> <p>Reduce the amount of cash payments from parents/carers. Disposable gloves are available for any member of staff handling cash.</p> <p>Every member of staff has been issued with their own personal hand sanitiser.</p>	1	4	L	Parent Pay facilities are not available at this time.	1	4	L
Handwashing	<p>Fully opening the school means that classes/bubbles will have to share toilet and handwashing facilities.</p> <p>Each class will have its own allocated handbasin within the toilet block area.</p> <p>Children will have to wash their hands upon arrival, more often than usual throughout the day and at the end of the day.</p>	3	4	M	Ongoing Monitoring	2	4	M

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	An adult will have to supervise the use of toilets for handwashing at the beginning and end of each day. Additional cleaning time will be required to ensure the toilets and handwashing facilities have an enhanced cleaning schedule.				SLT to research cost recovery for additional cleaning time and recruitment of additional cleaner.			
Breakfast Club	We will be offering Breakfast Club from 8am til 9am. The hall will be sectioned into class areas and children from each class will need to stay at their allocated tables. They will not be allowed to play together and must carry out activities based in their allocated zones. Two Breakfast Club Supervisors will be on duty in the hall. Children will arrive at the main door and wait 2m apart to enter the building. Children will be sent from the hall to their classroom at the appropriate time for their bubbles start time.				We will need to consider how we ensure games and toys are kept separate and clean.			
Lunchtimes / Playtimes	The main yard and playing field will be split into two halves so that two classes can use the outdoor area at one time. The EYFS yard will be used by EYFS and Class 1. Break times will be staggered as follows:	3	4	M	School kitchens are fully operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)” .	2	4	M

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	<p>10.10-10.30 Classes 2 & 5 on main yard/field 10.30 – 10.50 Classes 3 & 4 on main yard/field</p> <p>This ensures that those classes who are sharing toilets and handwashing facilities are also sharing the same outdoor space minimising cross contamination with more classes.</p> <p>Children will not be allowed to use the tyres or green shelter.</p> <p>10.10 – 10.30 Class 1 to use EYFS Yard EYFS can use the yard at all other times.</p> <p>Toys to be minimised where possible to reduce cleaning time required for smaller items. One member of staff from each class will supervise children so that there will be two staff on duty at any one time. This allows other staff to have a break in line with timetables.</p> <p>Class 4 & 5 to share outdoor play equipment and Class 2 & 3 to share outdoor play equipment which will be deep cleaned at the end of each day.</p>				<p>See Organisational plan for specific group arrangements</p> <p>Lunchtime timings are yet to be tested and will need to be monitored and reviewed as necessary.</p> <p>Groups have been allocated times to ensure minimisation of cross contamination and taking into account the impact on the school day.</p>			
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	<p>The classes above will also have shared accident books/PPE equipment/First Aid equipment etc which will be taken out of the bubble and returned to the bubble each time the classes go outside.</p> <p>Lunchtime</p> <p>The lunch hall will be divided into two separate dining areas so that we can get two classes through their lunch at the same time. The class will remain together and will not mix with the other class.</p> <p>Two staff have been allocated to each sitting.</p> <p>11.50 – 12.30 Class 5 and Class 2 in hall followed by outdoor play on the yard in their allocated half.</p> <p>12.30 – 1.00 EYFS and Class 1 in hall followed by half an hour on the EYFS yard.</p>							
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	<p>1.00– 1.30 Class 4 and Class 3 in hall followed by half an hour on the yard in their allocated half.</p> <p>Lunchtime supervisors to use one set of cutlery to cut up younger children’s food. Lunchtime supervisors to wear gloves and plastic aprons if necessary.</p> <p>Children to collect own set of cutlery to avoid staff touching it.</p> <p>Children will be allowed to have mid-morning snack when deliveries recommence. These will be delivered to the bubble prior to the opening of school each morning.</p> <p>The children will wash their hands prior to going into the lunch hall from their classroom and will remain together as a group with their allocated Lunchtime Supervisor.</p>						
After School Care	We will be offering after school ‘child care’ from 3pm – 4.30pm which will be staffed by the						

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	teaching team with different activities each afternoon. After school club will take place in the hall within the class zones. All activities will avoid music/PE etc. Children in after school club will be collected from the yard and parents will wait 2m apart on yard and follow one way system to exit.							
Staff room/eating and safe use of facilities	<p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Open top bins will be emptied every hour throughout the day.</p> <p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited.</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p>	2	4	M	<p>With Classroom 5 now back in use as a classroom we do not have a room available in which we can ensure social distancing.</p> <p>Use of the school office is not appropriate due to the return to work of member of staff previously shielding and her RA states that contact with other staff will be minimised.</p> <p>The smaller room of SCAMPS will be used as a temporary staff room to ensure social distancing.</p> <p>All desks and chairs will be wiped down and cleaned after</p>	1	4	L

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	Two male members of staff to use male toilets. All female staff to share one toilet but to use antibacterial wipes on toilet seat, flush, handbasin and taps following each use. Hand sanitiser provided. Staff toilet windows to remain open to allow for ventilation.				each person has left the desk area.			
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over. Decide on a location as a set drop-off point agreed in advance.	2	4	M	All deliveries left outside main doors or put down in the reception area.	2	4	M
Meeting Rooms/Offices	Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded. The maximum occupancy for offices should be communicated with staff. Encourage increased natural ventilation in smaller offices. Staff should leave their desks as clear as possible so that it can be easily cleaned.	2	4	M	Displaying the occupancy on the door is a quick and simple method to communicate this information. Parents informed that they cannot come to the main office without an appointment due to RA of shielding member of staff.	1	4	L

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	Waste bins to be emptied every hour.							
Classrooms	<p>Children will sit at their own tables with all tables facing forward. Where possible teachers should try to remain at least 2 m away from children.</p> <p>EYFS children to be encouraged to sit on carpet all facing forward rather than in a circle. Stations should be set up so that children are side by side rather than face to face or in a circle.</p> <p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open.</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Children to wear PE kit on days they have PE.</p>	2	4	M
Resources/Pupil Supplies	<p>An individual tray will be set up prior to opening of the bubble which will contain the resources, paper, pencils, ruler etc that the children will need.</p> <p>Art resources will be collected from the art cupboard by each class adult at the beginning of each week and will not be returned to the art cupboard or shared with other classes.</p>	2	3	L	Children can bring in their own pencil cases but CANNOT share them with anyone else in the class.	2	3	L

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	<p>ICT equipment will be allocated according to a timetable with 'isolation' periods between use after a thorough clean at the beginning and end of each day.</p> <p>Any small world toys used in the class should be minimised and will be placed in a mesh bag and soaked in disinfectant overnight.</p> <p>Staff will have access to the photocopier and printer located in the school library. A hand sanitiser station will be set up in this area and staff will be asked to clean their hands before and after use. The photocopier and printer will be cleaned three times a day by SLT and twice by cleaning staff.</p>							
Curriculum Delivery	<p>A broad and engaging curriculum will be delivered but lesson time will be affected by staggered timings and enhanced handwashing.</p> <p>Literacy – all children in school will take part in two week literacy programme based on a transitional text by Oliver Jefferes.</p>	2	4	M	<p>Our initial focus will be on the emotional well-being of our children and the first two days back will act as 'transition days'.</p> <p>The amount of actual teaching time will be significantly impacted due to staggering and</p>	2	4	M

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	<p>Music – children cannot collect in groups to sing and cannot play or share instruments. Specialist music teachers will attend school and have own risk assessments.</p> <p>PE –Children must change into PE kits. Lessons will take place outdoors where possible and avoid contact sports initially.</p> <p>ICT – it will be difficult for every class to deliver a computing lesson given equipment requires ‘isolation’ time after each class has used it. The timetable allows for each class to have access for one whole day every two weeks.</p>				additional handwashing and mindfulness activities throughout the day.			
Facilities and Premises	See re-opening checklist.	1	4	L	Complete all usual pre-term opening checks.	1	4	L
Cleaning	<p>See cleaning schedule.</p> <p>To avoid cross contamination, SCAMPS staff will clean their own area and time will be built into their day to allow this to happen. School will provide cleaning equipment and training where necessary.</p>	2	4	M	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>All cleaners (where possible) will have own set of cleaning resources to reduce the risk of indirect transmission.</p>	2	4	M

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First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. The usual protective equipment, such as gloves, should be worn when first aid is administered.</p> <p>First Aiders to wear a face mask if administering first aid requires a breach of the 2m distancing rules.</p> <p>First Aid trained/responsible person/s in place.</p> <p>First Aid kit and Accident book to be kept in each joint bubble.</p> <p>PPE equipment will be located in each joint bubble as well as the main office and at stations around the school.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn.</p> <p>Children or adults showing symptoms of Covid-19 will be isolated in the staff room and supervised by Acting Head Teacher.</p>	3	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>See PPE Matrix.</p>	2	4	M

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Contact due to personal / intimate care	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care.</p> <p>Disposable gloves and aprons available.</p> <p>There will be one child attending school on an Intimate Care Plan and this will be covered in their individual RA.</p> <p>Nursery children starting school will need to be identified if they require an Intimate Care Plan.</p>	3	4	M	<p>PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p>	2	4	M
Contamination of outdoor play equipment	<p>Cleaning regime in place for outdoor play equipment (portable) at the end of the school day.</p> <p>Each Class to be allocated own set of portable outdoor equipment which will be cleaned at the end of the school day and remain within the bubble.</p>	3	4	M	<p>Outdoor play equipment to be used;</p> <ul style="list-style-type: none"> EYFS fixed play equipment on yard <p>All fixed equipment to be washed at the end of the school day.</p> <p>Tyres and Green Shelter on Big Yard are NOT to be used.</p>	1	4	L

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Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)	One member of staff who is shielding will be returning to school in September. She will have an individualised RA.	3	5	M	Contact with other staff and children to be minimised. No first aid duties to be undertaken. Not expected to respond if a Covid-19 case is suspected – this will be dealt with by SLT. Contact with parents attending main entrance to be minimised. Revise vulnerable person/s risk assessment in line with Government Guidance.	2	5	M
Clinically Vulnerable Staff (Including pregnancy)	There are no clinically vulnerable staff in school in September.	1	4	L	N/A	1	4	L
Vulnerable Staff (Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks)	The school has no staff who is classified as vulnerable.	3	4	M	Monitor and respond if changes. Revise vulnerable person/s risk assessment in line with Government Guidance.	2	4	M

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associated with symptoms)								
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	<p>General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Personal bottle of hand sanitizer to be given to every member of staff. Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean .</p> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided. Staff can work between classes but must try to maintain social distance between adults in school.</p>	3	4	M	Monitor	3	4	M

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Risk Assessment Notes:

If there is a suspected outbreak in a school, each of the reviews should be considered in case individuals high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- Hair should be tied back where possible to reduce the risk of touching you face.
- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.

Coronavirus (COVID-19) Wider Opening Risk Assessment – September 2020	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/003
		Date	12/07/2020

Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas	Date of Review	Last Reviewed 27 th August 2020
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****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)	
	Likelihood Rating

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Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>LOW</p> </div> <div style="text-align: center;"> <p>MEDIUM</p> </div> <div style="text-align: center;"> <p>HIGH</p> </div> </div>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

