

## Morecambe Bay CP School - CORONAVIRUS COVID19 SCHOOL REOPENING RISK ASSESSMENT

Dates of when the risk assessment has been updated –

18.5.20

27.5.20

17.6.20

9.7.20

29.9.20

5.11.20

24.2.21

Risks to pupil and staff health and safety have been identified.

Appropriate control measures have been developed to reduce the risk.

A Risk Assessment Grading has been applied to the situation assuming the control measures are in place. This Risk Assessment Grading has been based on professional, educational judgement on the likelihood of transmission. The grading system as follows has been used:

Risk Grading Assessment of Transmission					
No Risk (no transmission)	Minimal Risk (very unlikely risk of transmission)	Low Risk (unlikely risk of transmission)	Moderate Risk (potential risk of transmission)	High Risk (likely risk of transmission)	Severe Risk (very likely risk of transmission)
0	1	2	3	4	5

Where there is a severe risk identified, further control measures would need to be introduced to make the risk more manageable before extending the opening of the school could be carried out.

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	Area		Identified Risk	Control Measures	Risk Grading	Further Concerns or Considerations
1	Class Sizes	1.1	<p>Government target to maintain attendance of ALL pupils into school.</p> <p>The recommendation is to bring all year groups back in their entirety with group sizes of no more than 30 pupils and to create "class bubbles"</p>	<p>Class bubbles of up to 30, 1 class teacher and minimum of 1 TA.</p> <p>Children will be kept in their bubble of 30 for all playtimes and lunchtime breaks.</p> <p>There will be no assemblies or extra-curricular clubs. Breakfast and after school club will run.</p> <p>Staff will work within their bubble and MUST continue to socially distance (1m+) from other adults and wherever possible from the children. Staff who offer specialist teaching/interventions/cover PPA will work across the smallest amount of bubbles possible</p>	4	<p>With the increase of numbers, the capacity to clean all touchable surfaces throughout the day cannot be met.</p> <p>Further Control Measures added to reduce above:</p> <p>Site supervisor to have additional cleaning roles throughout the morning and when he returns to school later in the day. Class staff to maintain cleaning within the classroom and the site supervisor to clean communal areas.</p>
		1.2	<p>All vulnerable and EHCP will be back in school and will need adult support.</p>	<p>Adults in school given guidance on social distancing, good hygiene and how to safely work with pupils.</p> <p>Adults to maintain social distancing as above. Staff to wear appropriate PPE when providing intimate care to children who need it.</p> <p>Staff who are changing nappies should also wear appropriate PPE.</p>	4	

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		1.3	<p>Absence of children due to parents choosing not to send them or for children of households with a clinically extremely vulnerable person.</p>	<p>Attendance is now compulsory according to the DfE guidance. In the guidance, it is recommended that we support any children or parents who are anxious about the return to school. We will use our home school liaison, family support worker and learning mentors to help children and parents return to school where necessary.</p>	2	
		1.4	<p>With more children (and adults) on the premises, there is an increased risk in illness/accidents.</p>	<p>Clear procedure to deal with any illness that is relayed to all staff – child sent home but a designated place for them to isolate until collected (see updated protocol for further information)</p> <p>Deep clean once the child/staff member has been collected.</p> <p>Clear procedures for staffing administering first aid and care for pupils/staff showing symptoms – 1m+ apart, face mask, gloves, gown and kept away from others. Immediate phone call home to be collected.</p> <p>Emergency procedures to be in place to deal with fire alarm, lock down, serious injury with still emphasising as much social distancing as possible.</p> <p>Parents requested to wear face covering at drop off and collection times.</p>	4	<p>Emergency procedures reviewed.</p> <p>Staff first aid training will need considering – check the numbers of first aid and paediatric first aid trained staff on site.</p>

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				Staff are carrying out Lateral Flow Testing twice per week which will help to identify asymptomatic staff members.		
		1.5	Children bringing in more items of material (bags, coats/PE kits) that could aid transmission.	<p>Children to wear school uniform.</p> <p>Children will be bringing book bags, lunch boxes, coat and PE kit. Children should only touch their own equipment where possible. Children and staff to remain in class bubbles.</p> <p>Staff to encourage children to open their book bags and manage their own resources.</p> <p>Children to have own resources pack – pen, pencil, as last summer</p>	4	Suggested measures – Staff to wash hands/gel hands between every reader and take all precautions necessary.
		1.6	Increased number of pupils in school, cloakroom spaces are cramped, increasing the risk of close contact.	<p>Cloakrooms to be used for coats/bags, but staggered access.</p> <p>Where possible, each child to have their own 'station' or desk where they keep their belongings. Children will keep all belongings within their own class bubble.</p>	2	
		2.1	Children in close proximity in classrooms.	<p>If carpet time is essential, reduce the number of children on the carpet at once.</p> <p>Children stay within their class bubble of 30.</p>	4	
2	Social Distancing	2.2	<p>Children in close proximity at break time – it is very difficult to adhere to social distancing rules.</p> <p>Apparatus and equipment used at break times increases the touchable surfaces.</p>	<p>Use outdoors as much as feasibly possible.</p> <p>Children will continue to have staggered break times and with only one class bubble (see protocol for further times).</p> <p>Staggered lunch times where children will not sit with any children from other class bubbles.</p> <p>Staff members to negotiate comfort breaks between them.</p>	4	

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			<p>Classroom resources – Children will have their own books and not share resources where possible. Sports equipment will be allocated to a class bubble for the half term. <b>Tom will resume teaching PE.</b> Y6/PM are the only class to access climbing apparatus outdoors on the spinny yard.</p>		
	2.3	Children in close proximity at lunchtime – walking through corridors, accessing toilets, gathering in the hall/outdoors.	<p>Stagger lunchtime to reduce movement of pupils/staff at any one time. Stagger the times that pupils access play and separate the groups of children across the playgrounds. Wet lunchtime within the classroom so that pupils stay within their bubble. (see updated protocol allocated times)</p>	3	<b>4 members of Welfare staff will be available and should work with the same bubbles each day to reduce transmission.</b>
	2.4	Staff in school require breaks, comfort breaks and lunch – too many adults congregating together in one room.	<p>Divide adults into ‘bubble’ groups that teach with a specific group of children.</p> <p>Adults should be trusted to adhere social distancing rules and to dynamically assess risks in the various daily scenarios that will occur.</p> <p><b>Staff room is unavailable. Staff bubbles must not mix during break times. Staff can use their empty classrooms to eat lunch.</b></p>	3	
	2.5	Use of confined spaces around school e.g. reprographics, book room, mezzanine, store rooms etc. that have no ventilation.	<p>Rooms to have doors wedged open to increase air flow and reduce potential contact points.</p> <p>One adult at once in these small spaces. No children allowed in these areas.</p>	3	

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			Cleaning products available for staff to wipe down equipment (photocopier) and handles before and after use.		
	2.6	<p>Parents and children in close proximity on arrival and dismissal times.</p> <p>Close contact of parents in playground and access paths to school.</p> <p>Parents with pupils in different year groups will find staggered times difficult to manage.</p>	<p>Children have set entrances and exits to arrive and leave school.</p> <p>Stagger dismissal times (See updated protocol for collection places and times) Allow only 1 parent to escort child to school and older children (Yr 5&amp;6) permitted to be 'dropped off' and enter independently.</p> <p>Instruct parents that children are not allowed on the school premises prior to 8.40am.</p> <p>Hand sanitiser or wash stations on all entrances and instruct hand washing as children enter.</p> <p>Parents requested to wear face covering at drop off and collection times.</p> <p>Parents are able to form a childcare bubble with another household for the purposes of informal childcare, where the child is 13 or under. As above, some households will also be able to benefit from being in a <u>support bubble</u>, which allows single adult households to join another household.</p>	4	<p>Suggested Control Measure: Signage erected to remind parents and children of the guidance. Staff presence at key points (to monitor pupil safety and enforce the social distancing rules.)</p>
	2.7	Close contact during the school day when accessing toilets and areas of the building.	<p>Reduce the movement around the school to essential travel only.</p> <p>West Wing Corridor – One way only.</p>	4	

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			<p>Hand washing facilities in school are limited.</p>	<p>Upstairs access one way only – Centre staircase coming down, outside pod staircases, going up.</p> <p>Groups to use specific toilets to minimise walking through the building - EYFS – classroom toilets KS1 – KS1 toilets UKS2 – KS2 toilets upstairs</p> <p>Any whole school assemblies to be done via zoom.</p> <p>Teach the children to adhere to a one way system or walk on the left policy where appropriate.</p> <p>Washing hands points – reduce the number of the children using the facilities at any one time. Where possible, use classroom sinks for handwashing to reduce numbers of pupils leaving the room to the toilets.</p> <p>Cleaning of taps, toilet areas and door contact points in communal areas throughout the day will be carried out by the site supervisor. Cleaning of taps, door handles within classrooms to be carried out by classroom staff regularly.</p> <ul style="list-style-type: none"><li>• In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, meetings, it is <u>OPTIONAL</u> for staff to decide whether to wear face coverings in these circumstances and, if so, this will be communicated to all staff and visitors;</li></ul>	
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		2.8	<p>With more people in the building, there is an increase possibility of visitors/contractors on site.</p>	<p>Reduce the visitors/contractors attending school to the essential only and attempt to direct them to out of school hours.</p> <p>Visitors/contractors not permitted entry if symptoms showing.</p> <p>Visitors/contractors will be asked to sanitise their hands on arrival and exit.  <b>Visitor sign in for track and trace.</b></p> <p>Parents are not permitted to enter the site unless in an emergency or congregate at any point.</p> <p><b>Parents can contact the school office via email/telephone call to arrange a zoom meeting or phone meeting if necessary.</b></p> <p><b>Visitors will be given a well ventilated room where social distancing can be maintained and wear visors and masks in communal areas.</b></p>	2	
		2.9	<p>Transmission of Covid – 19 through airborne particles due to proximity of others.</p>	<ul style="list-style-type: none"> <li>Specialist curriculum risk assessments will be put in place for <u>indoor &amp; outdoor</u> P.E taking into account specific <u>guidance on physical education</u>;</li> </ul>		
3	Staffing	3.1	<p>Reduced staff due to absence of the clinically extremely vulnerable</p>	<p>Staff are expected to work their directed or paid hours. Staff should discuss with SLT if not possible. This risk assessment will cover all staff and children.</p>	4	



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			<p>If there is a shortage of teachers due to illness not related to Covid-19, appropriate cover will be arranged depending on whether the absence is short term or long term (consistent supply).</p> <ul style="list-style-type: none"> <li>Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 concerns risk assessment</a> will be completed for all pregnant staff ;</li> </ul>		
	3.2	<p>Arrangements need to ensure that contact between adults is minimised Time within school is kept as brief as possible Adherence to hands, face, space is maintained.</p>	<p>Clinically extremely vulnerable staff should have been notified of their inclusion in this category, if you have received such a communication, please speak to us as soon as possible. Guidance is clear that this group should work from home and it is school policy that you should follow this advice.</p> <p>Revision to protocol to include response to risk for clinically vulnerable group, stating that cover requests should not include this group of staff where it would mean they would be asked to work in bubbles that they have not previously worked in. This group should also be reminded that they should consider the use of visors/ face masks and if at all concerned to seek the advice of their medical practitioner and let us know if there are implications for school procedure/ protocol. If you feel that you are in this category and would like to discuss arrangements with Senior Leadership, we are very happy to hold a confidential meeting with you.</p>	3	

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				<p>Reminder to staff about the importance of hand washing , face masks/ visors and maintaining social distance between colleagues in particular and have put a reminder out to parents about the wearing of face masks.</p> <p>We will continue to not allow visitors in school and that meetings with non-essential external agencies will always be virtual.</p> <p>We will also ensure whole staff meetings and phase will be held virtually.</p> <p>Ventilation needs to continue to be considered, there is a balance to be struck between Covid security and productive learning environments. If the temperature is too cold, please close windows but ensure class doors are propped open.</p>		
		3.3	Staff member becoming ill or showing symptoms of COVID19.	<p>Member of staff to leave the premises and follow self-isolation guidance in the DfE guidance (15<sup>th</sup> February 2021)</p> <p>Member of staff to request a COVID19 test. SLT will inform the County and PHE and we will then follow their guidance (See DfE for further information p13).</p>	4	
4	Cleaning and Hygiene	4.1	High risk of virus transmission with more bodies in a confined space with many contact points.	<p>Trudi, alongside Rose, will audit the cleaning stocks weekly and inform AG who will order products needed.</p> <p>Trudi will work with the site supervisor to create a cleaning schedule for communal areas.</p>	3	Potential issues with ordering/receiving cleaning products.

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			<p>Social distancing practices as best possible imposed (see Social Distancing section).</p> <p>Regular hand washing procedures followed throughout the day – regular/often and thorough.</p> <p>Hand sanitiser or hand washing facilities on all major entrances. Hand sanitiser in every room.</p> <p>Regular teaching and reminders of how to wash hands, not to touch faces etc.</p>		
	4.2	Transmission on key touchable surfaces and contact points.	<p>Stationary divided so that pupils have access to their 'own' selection. No central stationery pots.</p> <p>Toys and equipment including lap tops and i-pads to be used by a single group only (bubble), until they can be properly cleaned and passed to another group.</p> <p>Regular cleaning of high risk contact points: door handles/openers, desk surfaces, chairs, used equipment.</p> <p>Screens for front of house staff.</p> <p>Immersive to be back in use and thoroughly cleaned each day.</p>	4	
	4.3	Children and adults are using a confined space for a prolonged period of time.	Classroom doors to be propped open and windows opened to increase ventilation.	3	

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5	Curriculum and Planning	5.1	<p>Children have missed a significant amount of schooling.</p>	<p>As children have missed a long period of school, we are mindful that there will be a transitional period until we resume to teaching the full curriculum. We will use the Recovery Curriculum alongside Essential Objectives for Literacy and Numeracy to ensure pupils mental health and wellbeing is our priority.</p> <p>We understand that teaching the broad curriculum plays an essential part of childrens mental health and wellbeing.</p> <p>Teaching staff received training on this before the end of the summer term.</p> <p>Tom will return to teaching PE</p> <p>Cooking and use of the immersive suite will be timetabled to one class per day and be thoroughly cleaned at the end of the day.</p> <p>The Guidance on Music, Dance and Drama will be followed. (Guidance Feb 2021)</p>	0	0 as does not affect transmission of the virus
		5.2	<p>Risk to staff mental health and well-being to plan and deliver in class and home learning without adequate breaks/PPA or collaborative teaching.</p>	<p>Ensure that staff planning is not too high a burden. Resources to support staff mental health shared with staff.</p>	0	0 as does not affect transmission of the virus