

St Mary's Primary School: Risk Assessment for Wider Opening

Assumptions underpinning this risk assessment:

- This is a plan for when safe wider opening is possible.
- This is a WORKING DOCUMENT and therefore subject to change.
- The reality of offering full time education at this time contradicts the reality in terms of staff numbers, environment and also leaving the capacity for more children to join as parents' circumstances or confidence changes. Therefore a staggered approach has been planned taking into consideration the following government documents in appendix 1. The aim is that extending the time children are at school will increase when the following factors allow.
 - o Confidence that numbers joining will not increase
 - o Systems are working smoothly and safely
 - o Staffing numbers are static and meet requirements
 - o Taking into account any new government and medical advice and guidance
- Proposed offer will be:
 - o We will be working in bubbles that will remain consistent throughout this period to reduce any risk of infection.
 - o 2 'bubbles' of up to 12 or less children each, depending on classroom size. Bubble A to come in Mon/ Tues, school closed for deep clean Weds, then Bubble B for Thurs/ Fri. See appendix 2 for further information.
 - o Each cohort would have a staff team attached to it to keep the integrity of the bubble.
 - o The key worker and vulnerable children offer to remain at 5 days a week and this will have its own staff team.
 - o Key worker and vulnerable children will start back on 2nd June (previously at Grasmere) of which we have no choice.
 - o Start dates for classes will not return before the 8th June and will be staggered.
- That all children will return in the relevant year groups, despite prediction that uptake might initially be low.
- That key worker and vulnerable children numbers remain below 18 children.
- All decisions made have been discussed with the School Improvement Partners from the HLT (Gillian Brady) and LDBS (Sally Moore).
- If we open, it doesn't mean we remain open if safety measures cannot be maintained as safe working conditions aren't static.
- That support staff will not be used to lead and teach a class because of maintaining wellbeing, safety and because they will be needed to support with children with additional needs.
- This action plan will be looked at by FGB on 4th June 2020

- This has been checked against the proforma provided by the HLT H&S team that has been agreed with unions (send this separately)

Questions for governors to consider

1. Are all the necessary controls in place?
2. Have any other Hazards been introduced into the work area?
3. Does school have all the PPE identified in the risk assessment?

*To be read alongside risk matrix

Area	Hazard / persons at risk	Existing Risk Level*			Control measures	Residual Risk Level*		
		L	S	ER		L	S	RR
Protective Measures and Hygiene	Surfaces contaminated <i>All staff, visitors, children</i>	5	5		<p>Cleaners to comply with increased cleaning expectations.</p> <p>SSO/ SLT to monitor at start of each day. Cleaners on site 5am-8am Monday to Friday to deep clean areas that are being used. In addition to this thorough deep cleans will happen on Wednesday when minimal children and staff are in school, to limit contaminations between bubble A and bubble B. Monday morning deep clean will ensure safety of bubble A returning on Monday.</p> <p>All classes in use to have supply of PPE, wipes, hand wash, sanitizer, spray, paper towels and tissues. Supplies kept updated weekly or as needed.</p> <p>All staff to be vigilant about levels of cleanliness and, although not an expectation, can use cleaning materials in each class to wipe down surfaces and clean equipment at key points of the day e.g. if a child sneezes.</p> <p>Cleaners will have a particular focus on surfaces that are touched by multiple people such as:</p>	2	3	

				<p>door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly.</p> <p>Photocopier and signing in screen: this will have wipes next to it, and signage to explain how it should be wiped down before and / or after use. To aid social distancing photocopier has been moved into the hall.</p> <p>On site cleaner employed from 11am-2pm to clean classes when children are outside and provide cleaning of door handles etc. at regular intervals. From wider school opening date.</p>			
<p>Cross contamination, social distancing / hand hygiene</p> <p><i>Staff and children and visitors</i></p>	<p>5</p>	<p>5</p>	<p>Each class to have a clear access plan to the toilets and to try and mitigate bottlenecks. Strict one child at a time policy.</p> <p>Hand washing: children MUST wash their hands regularly throughout the day and ideally in sight of an adult.</p> <p>As per government guidelines it is of utmost importance to have regular and thorough hand washing:</p> <ul style="list-style-type: none"> • On entering classroom or work space • Before break and after break • Before lunch and after lunch • Before going home • After visiting the toilet • <p>Sanitize and / or wash hands when children and staff return to the classrooms.</p> <p>Sanitizers provide by the Hackney council (collections weekly at Stoke Newington Town Hall) will be in every classroom and areas occupied.</p> <p>Going forward plan to have several wall mounted hand sanitizer stations throughout the</p>	<p>3</p>	<p>3</p>		

				<p>school. Issues with supply of wall mounted.</p> <p>Specific toilets for children in bubbles.</p> <p>Bubble N&R: Use reception toilets</p> <p>Bubble1 use boys toilets – these will become unisex</p> <p>Bubble 6: Use girls toilets – these will become unisex</p> <p>Bubble KW : KS1 Use ‘boys toilets’</p> <p style="padding-left: 40px;">KS2 use ‘girls toilets’</p> <p>Similarly staff are allocated toilets.</p> <p>Visitors (although these will be limited e.g. safeguarding): Use the disabled toilet</p> <p>Staff: see staff section below</p> <p>School recognises concerns of BAME staff members and families and are happy to discuss these.</p>			
Ensuring general health and safety	Staff, visitors and children	3	4	<p>Prior to opening checks of all fire/ gas/ water/ security will remain daily by premises manager as normal. These will include flushing through water systems, checking alarms / security systems, hot water system.</p> <p>Kitchen equipment that uses water e.g dishwashers, sinks to be regularly flushed through to prevent no standing water is allowed to settle.</p> <p>Playground cleaning and checks.</p> <p>Share RA with all staff</p>	1	2	

				<p>Plan fire drill within two weeks of N, R, Y1 and Y6 return</p> <p>Verbal instructions to be given to children prior to the fire drill as they may be in a different room to normal.</p> <p>Check all staff are clear about fire evacuation procedures from the rooms in which they will be working.</p> <p>Fire risk registers kept on laminated sheet.</p>			
Potential cross contamination <i>Staff, children, visitors</i>	4	4		<p>PPE</p> <p>Any use of PPE should be done after full training.</p> <p>Training website to be identified and inserted here. H& S team at Hackney have been contacted.</p> <p>Bulk order PPE so that always fully stocked</p> <p>Masks/ gloves/ tissues /paper towels/soap/aprons and hand sanitizer well stocked at point of reopening and regular checks on stocks being done by premises manager, SBM and SLT.</p> <p>Staff to wear PPE when dealing with children that have injured themselves or any other situation where close contact with the child is unavoidable.</p> <p>Guidance also states that they will be worn by staff in the event that they are caring for a child who is exhibiting Covid-19 symptoms, providing intimate care, comforting a distressed child and administering first aid, where they cannot adhere to social distancing.</p> <p>Should staff request to wear PPE in situations not stated in government guidance e.g. in the PPA room, on the gate they would have to speak to their line manager and school would provide them with PPE.</p>	4	2	

In early years settings PPE should be used for ALL personal care [and in cases where a child may spit and not understand how to cough/ sneeze into a tissue] and this should be renewed between every child.

Hand sanitisers

Use of hand sanitizers across the school and stand-alone bottles to help create sanitizer stations for beginning of day, in every area occupied and at the school entrance.

Sanitizer used and observed upon entry to school building.

These will all be checked daily and refilled / replaced by premises manager. Plan to purchase wall mounted sanitizer stations to be placed in key areas across the school.

Handwashing

As per government guidelines it is of utmost importance to have regular and thorough hand washing:

- On entering classroom or work space
- Before break and after break
- Before lunch and after lunch
- Before going home
- After visiting the toilet

Must be for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach

All bins to be lidded.

Posters will be displayed to remind children hand hygiene and catch it, bin it, kill it.

				<p>Ensure children use soap and then paper towels to dry hands and dispose of them in the lidded bin.</p> <p>Warm water is available in some classes that are being accessed although this is not essential for hand washing.</p> <p>General</p> <p>Schools are expected to minimise contact and mixing. This will be done by the bubble approach [see assumptions above]</p> <p>Floor makings to remind everyone of social distancing will be placed around the school premises and outside of the gates.</p>			
Potential COVID 19 cases in school <i>Staff, children</i>	3	4		<p>Should someone fall ill on site the following protocol needs to be followed:</p> <ul style="list-style-type: none"> • Staff member to use PPE [mask/ gloves] • Temperature taken • Parent/ carer contacted immediately. • Isolated in hall • Person that is ill to wear face mask • After the child is collected thorough cleanse of area – speak to cleaners • Covid 19 case in school - contact Hilary Smith@HLT <p>There are 2 thermometers available one in the main office and one in EYFS</p> <p>Follow government guidance on isolation and suspected case of covid 19 policy.</p>	3	3	
Transmission of virus at beginning and end of the day <i>Staff, children</i>	3	4		<p>Staggered start and finish:</p> <p>All gates will open 10 minutes before start time.</p> <p>Start and finish times</p>	2	3	

				<p>Nursery / Reception 9:30 – 3pm – use entrance on corner of Barn and Church Street</p> <p>Year 1 9:15-3:15 – use main gate</p> <p>Y6 9 – 3:30pm – use estate entrance</p> <p>KWVC – Use main gate 9-3:30pm</p> <p>Parents with more than 1 child should drop off at the latest time given to a bubble eg Child in EYFS starts at 9.30 and child in Year 6 starts at 9. Both children to start at the later time of 9.30. Both children will be collected at the earliest time of 3pm.</p> <p>Parents not allowed on the school premises and the school office to be closed. Office will take telephone calls and in emergency situations will invite someone in by appointment.</p> <p>All children and staff bubbles are using different entrances at different times.</p> <p>Late comers will be refused access. There will be no exceptions</p> <p>No scooters/ bikes to be brought in (parents will have to take any brought to school, home with them), no possessions from home with the exception of water bottles.</p>			
	<p>Transmission of virus - movement around school</p> <p><i>Staff, children</i></p>	4	5	<p>Office not to be used except for office staff and sso/SLT in emergency situations.</p> <p>Visitors / parents by appointment only no ad hoc visits/ appointments</p> <p>Hall is to be closed apart from signing in and photocopier use (one at a time).</p> <p>Signs on the floor and on walls to help enforce social distancing.</p> <p>Playtimes as follows:</p>	2	5	

				<p>Nursery and Reception – EYFS playground</p> <p>Y1 –front playground/decking</p> <p>Y6 – Back playground on a rota with KWVC</p> <p>KWVC – Back playground on a rota with Y6</p> <p>All doors left open at all times to minimise touching of handles [fire safety: adults briefed to remember to close doors in the event of the fire bell sounding on their check through the school. Premises manager and fire marshal if on site to check]. Awaiting information re fire doors from H&S at Hackney.</p> <p>Windows in occupied areas to remain open during the time in use.</p> <p>Fire procedure will remain unchanged. If an alarm sounds, children will exit the school following standard fire safety procedure in a safe and orderly manner. Once at fire assembly point, social distancing can resume. SSO to do a fire drill at some point during June/ July.</p>			
	<p>Transmission of virus - Access to the office foyer</p> <p><i>Staff, children, visitors</i></p>	4	5	<p>No children sent to office for messages.</p> <p>Registers delivered by staff (KWVC) to table in corridor for office to collect later.</p> <p>All other registers checked (ensure correct children on each day) at gate and transferred onto SIMs.</p> <p>For those using main entrance -Staff must use screen and clean it after use if swipe of badge isn't working.</p> <p>For those using gate entrance - Staff must use their own pen to sign in, in the entrance of the hall. Jay will collect and transfer onto system at 9.15.</p>	2	5	

				Office staff to have work stations at least 2m apart.			
Transmission of virus - Lunchtimes <i>Staff, children</i>	4	5		Children can bring in their own water bottles which can be refilled from the classrooms. Water fountains will be closed A packed lunch can be pre-ordered from the school office Children eat in their classroom or weather permitting; bubbles will be allowed to eat outside Wipe down tables after use	2	5	
Transmission of virus - Playtimes <i>Staff, children</i>	4	5		KS2 playground – KWVC and year 6 bubbles on a rota KS1 playground – Year 1 bubble EYFS playground – EYFS bubble - Play structure is out of use. - Benches to be removed Staggered with max. 12 (or 14 in the key worker group children at a time). Bell to be rung 1 minute before end of play so the playground is clear and empty before the next group of children access it. Soft furnishings to be removed Play equipment to be wiped down after use (limited to each bubble) Playground times are staggered or are in completely separate play areas. <i>Wet play:</i> More staff needed to remain social distancing as max. 12 per classroom. Lunchtime	2	5	

				rotas may change in this instance.			
Transmission of virus - Classrooms <i>Staff , children</i>	4	4		<p>All classrooms to be well ventilated at all times. Regular hand washing.</p> <p>All classrooms to be adjusted to ensure children can work at the safest possible distance. Tables will be placed against walls, with space between for staff to move between.</p> <p>Children WILL NOT bring in own pencil case but will be provided a zip wallet with essentials by the school (including pencils, sharpener, colouring pencils, eraser, pencil sharpener, ruler, scissors and glue stick) which stays on their work space (no sharing). This equipment should be kept at school at all times.</p> <p>Children to have their own work space within the classroom</p> <p>Ensure all areas have PPE, cleaning sprays and paper cloths ready out of reach of children</p> <p>Washing up liquid and milton available for washing resources.</p> <p>Water – all children to have own water bottle kept on the table, these can be refilled in the classroom. In the case of children refilling bottles, mouth piece should not touch the tap.</p> <p>Reading books – if children return school books, these must be placed in a box and cleaned; if children want new books, the teacher needs to select one and place it on the child’s desk</p> <p>Children should wear shoes/trainers that are appropriate for exercise. Shoelaces / buckles should only be worn if the child can independently do them up (adults will not be able to assist)</p> <p>Maximum of 15 children per bubble during initial phase but some classrooms can only safely accommodate 12 or 9 children. Therefore allowances need to be made to ensure the social distance guidelines are followed and therefore some bubbles might be split between 2 class spaces.</p>	2	4	

				<p>Early Years 1 x classrooms (R):</p> <p>Social distancing is not expected to be enforced [Government guidelines] although reasonable adjustments can be made. For example in a bubble, children could be split between N and R classrooms if needed as they are in a unit. Classes can be set up with range of activities to support learning through play. No play equipment or equipment to be used that can transmit the virus easily [e.g. snad, water and soft toys] without those resources being cleaned before and after use with Milton or similar.</p> <p>Marking to be added to floor to help scaffold social distancing in classrooms, corridors.</p> <p>Key worker and vulnerable children [2 x classroom (Y3 and 4)]:</p> <p>The classrooms are to be organised with tables as spread out as possible and if needed in age appropriate groups.</p> <p>Y6 / Y1:</p> <p>The classrooms are to be organised with tables as spread out as possible to support the curriculum.</p> <p>IPads and laptops to be wiped down after use.</p>			
	Transmission of virus - Drinking and water fountains <i>children</i>	4	5	<p>Close off all water fountains</p> <p>Water bottles only brought in from home, refilled in classroom. Staff to model how to fill so that mouth piece of water bottle does not touch on tap.</p> <p>All class cups to be removed</p>	2	5	

	Transmission of virus – other areas not in use <i>Children, staff</i>	4	5		Library/intervention room, Year 5, year 2 out of bounds at all times	1	1	
	Transmission of virus – contractors health and safety <i>Staff and children</i>	4	5		Risk assessments carried out by Ashlyns and PJNaylor. Information provided to school.	4	2	
Learning	Transmission of virus - Resources <i>Children</i>	4	5		Stationary packs to be provided for each child. If they need extra to see the class teacher, do not share Enforce not sharing. Any resources used ned to be thoroughly cleaned at end of each day	2	5	
	Transmission of virus/ Impact on learning - Assemblies <i>Staff, Children</i>	4	5		No plans for assemblies at the moment. Possible plans for small group, outdoor assemblies in the future. Use of hall strictly minimised.	1	1	
	Impact on learning - School day/ curriculum expectations <i>Children, staff</i>	5	5		There is no Govt. expectation or scrutiny put on staff regarding curriculum expectations. There is an understanding that children returning will need a familiar routine established as soon as possible although timings will be different. The school timetable will focus on wellbeing and PSHCE and delivery of reading, writing and maths activities carried out in	5	3	

				<p>practically ways whilst utilising the arts and outdoors where possible.</p> <p>Learning at home is under review with an aim to mirror learning at school. More information to follow.</p> <p>Google Drive offer currently in place will remain FOR THE CHILDREN/YEAR GROUPS NOT BACK DURING PHASED REOPENING. When teachers are not on site, they are expected to continue to set work and monitor.</p> <p>Outdoor learning should be planned for and encouraged.</p> <p>Behaviour policy to be adapted with new expectations and consequences of not following.</p> <p>Home school agreement has been adapted to reflect expectations of all.</p>			
Transmission of virus/ Impact on learning - Marking <i>Children, staff</i>	4	4		There is no expectation fo physical marking to take place. Verbal feedback from a safe distance will be valid and valued by the child as numbers are lower and verbal feedback can be detailed and specific if needed to move learning forward.	2	4	
Who can attend? <i>Staff</i>	3	4		<p>Only staff who are healthy, not exhibiting symptoms and do not need to self-isolate / or live with someone that is shielding can attend school.</p> <p>Staff to be told that they must inform us immediately of any changing situations.</p> <p>Personal telephone discussions with all staff to establish welfare concerns.</p> <p>Ensure email evidence of advice to staff and evidence of shielding etc. is gathered</p> <p>Risk assess any vulnerable staff</p>	3	1	
Visitors attending premises	2	4		Deliveries can be taken outside the main office door, where a member of the office team can	2	2	

	and spreading infection				meet them. No visitor permitted in the office or in the school building. Staff can meet visitors outside. If from an external agency [EP, SALT, social worker] they use the main entrance to access and sign in/ use sanitizer as other members of staff would. PPE would be offered to these if required. They would be expected to remain in specific area of school. Visitors to sign visitors' information. Update visitors information.			
	Staff and children							
Staff	Eating and refreshments utensils / crockery causing contamination <i>Staff and visitors</i>	3	3		To be used only to make tea/ coffee using a mug or cup brought in from home. [No shared cups/ crockery/ fabric resources] Staff can sit in their bubble teams in allocated staff spaces remembering to social distance. Paper towels and disposable dishcloths for washing up. Washing up liquid provided. Staff encourage to bring own cup/crockery etc.	3	1	
	Staffing availability, expectations and maintaining ratios at all times <i>Staff and children</i>	5	5		All NHS and Gov.uk guidance to be followed at all times regarding isolation, distancing and hygiene. The availability of staff will be assessed and determined by SLT daily (7am) or more frequently if needed. Staff must telephone by times stated, not text. Those who are able to work on site will be fairly distributed to ensure the best provision for the needs of the vulnerable children and to facilitate the situation of phased reopening. Minimum of two staff in each class to cover breaks and lunches. Discourage lone working so to maintain safety and safeguarding.	3	4	

				<p>To avoid potential conduct issues, if staff are seen to breach safety expectations, for example not respecting social distancing measures or setting example to children, expectations will be revisited and further guidance sought if required.</p> <p>Only teachers will be expected to plan/teach a group of children. TAs will not be expected to lead on teaching but will be expected to supervise an activity provided by the class teacher or plan for intervention groups as per normal practice.</p> <p>Be clear about reporting staff absences and process for rapid closure to ensure effectiveness of policies.</p>			
Surface and air contamination between bubbles <i>Staff</i>	5	5		<p>Each staff bubble will have access to specific areas inc kitchen facilities and toilets to reduce the risk of infection.</p> <p>These are to be cleaned regularly as outlined in additional cleaning rotas</p>	2	3	
Staff not knowing procedures and policies <i>Staff</i>	5	5		<p>Date of 8th June to train all available staff in new protocols.</p> <p>All other staff to be trained via Zoom.</p> <p>Regular weekly meetings to reflect and evaluate practice will be in place.</p> <p>Kawasaki: guidance shared for what to look out for if different to COVID 19 [awaiting information].</p>	2	3	
Safeguarding and first aid not being dealt with effectively <i>Children and staff</i>	5	5		<p>A DSL and First Aider will be onsite at all times.</p> <p>A member of SLT will be onsite at all times</p> <p>Safeguarding policy has been revised</p>	2	3	
Staff living with extremely	5	5		Staff are not expected on site and can continue to work from home.	1	1	

clinically vulnerable adults <i>Staff</i>								
Staff who are vulnerable, pregnant or with underlying health conditions.	5	5		Staff are not expected on site and can continue to work from home if they meet the government's guidance on this. Those that have other health conditions not on government list will be discussed with HR and where possible alternative arrangements will be made eg working in isolation at school or working from home. This may mean their work is adjusted. Risk assess individuals as needed.	4	2		
BAME adult group being at greater risk <i>Staff</i>	3	5		Due to the risk of BAME staff being 4 x greater, individual discussions will take place with this demographic of staff to determine whether the staff feel safe to come in to work. Where possible, alternative arrangements will be made eg working in isolation at school or working from home. Risk assess individuals as needed.	3	2		
Challenges with getting to work and becoming contaminated <i>Staff</i>	4	5		Cars can be parked locally for free. Hackney has extended the key worker free parking Walking and cycling encouraged. If staff rely on public transport, they need to discuss their individual circumstance with SLT. 2 x bikes/equipment being purchased to loan to staff (part of a travel grant initiative)	2	3		
Contamination of surfaces,	3	4		All catering staff to be briefed on expectations for lunch: - No hot meals - No hatch service	1	4		

	<p>food</p> <p><i>Catering staff, staff, children</i></p>			<ul style="list-style-type: none"> - Packed lunch to be provided for on-site FSM [numbers to be given to them by office daily]. - Hall not being used to consume food - Expectations of social distancing and cleanliness in the kitchen as per RA guidelines. - When taking food to classrooms catering staff to wear gloves <p>Ashlyns have provided information about their policies and procedures.</p>			
	<p>Safety in the event of staff absence</p> <p>Health and safety/social distancing</p> <p><i>Staff, children, parents</i></p>	3	5	<p>The school will not use supply staff and have planned bubbles with a lager ratio of staff should a member of the team be absent. However if there is not the available staff (without breaking the integrity of the bubble) or if the staff member has been confirmed with having Covid, communication will sent to parents to state that the child’s bubble cannot be safely staffed and therefore the provision will not be available until further notice.</p> <p>Please see rapid closure policy.</p>	3	2	
	<p>Poor mental and physical staff wellbeing</p> <p><i>staff</i></p>	4	4	<p>Testing information for all staff:</p> <p>TO BE INSERTED HERE WHEN GUIDANCE IS AVAILABLE</p> <p>Staff workload expectations (including for leaders) need to be established as do measures to check on staff wellbeing (also including for leaders).</p> <p>Governors to write to staff to establish expectations with regards to their own wellbeing</p> <p>A survey of staff will be carried out and help inform reassurances the school might be able to give if concerns are raised. These might be beyond the Government guidance and be particular to St Marys</p> <p>SLT to regularly check in on staff workload and how they are coping. Compassion and</p>	4	3	

understanding will underline this approach.

Similarly, those staff working from home must be contacted at least weekly to maintain connection with school and assess wellbeing.

Share the following examples:

Education Support:

<https://www.educationsupport.org.uk/>

Tel: 08000 562 561

Pupil Wellbeing	Identifying vulnerable children in school to ensure effective support in place	3	4	<p>Emotional baseline established for all children using zones of regulation. A set will be put in each child's pack.</p> <p>Opportunities for staff to informally chat to all returning children about their experience of lock down. This should be followed up in a check in basis or children should be referred to DSLs if there are concerns raised.</p> <p>Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. Check for revised protocols from local authority and update safeguarding policy if necessary.</p> <p>Assess possible support available for vulnerable and/or disadvantaged children and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.</p> <p>The current VC check in system and spreadsheet will still be completed weekly with check ins from class teachers and DSLs for all children not accessing the phased reopening.</p> <p>Parents should keep children at home if they have underlying health conditions.</p> <p>Risk assessment for individual pupils as appropriate and consult with HLT.</p> <p>Any child showing any symptoms of illness whether Covid related or not must be kept at home (ie- colds, severe hayfever carry risks – sneezing etc) if they are not managed effectively with medication</p>	3	3
	Children					

	Children needing emotional support after suffering bereavement <i>Children and parents</i>	3	5		Establish what wider support services are available through LA to secure services for additional support and early help where possible. Risk assessment for individual pupils as appropriate and consult with HLT.	3	3	
	Not following new rules esp those regarding social distancing <i>Staff and children</i>	5	5		The current behaviour policy will be adapted but staff will use their professional judgement in the initial period of reopening as they determine the children's emotional baseline. Risk assessment for individual pupils as appropriate and consult with HLT. See behaviour policy and home school agreement policy	3	4	

Children and Parents	Parents concerns about effective communication moving forward <i>Children and parents</i>	3	4	<p>Continue with weekly newsletter from Headteacher.</p> <p>Key worker and Free school meal families to have direct contact with Deputy Head teacher as previously.</p> <p>Vulnerable children continue direct contact with Assistant Head teacher.</p> <p>Class teachers to make fortnightly calls to families with children at home.</p> <p>Website: create 'school reopening' heading within COVID 19 Info banner to post information/ expectations</p> <p>Offices open to phone calls.</p> <p>Staff to respond to messages with phone calls.</p>	3	3	
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	<p>Parent concerns about returning to school</p> <p><i>Parents and children</i></p>	5	4	<p>Identify likely numbers of pupils returning through personal phone calls.</p> <p>Create script to inform them of what the offer might look like conditional on safety of children and staff.</p> <p>Provide information about safety measures put in place.</p> <p>Kawasaki: guidance shared for what to look out for if different to COVID 19 [awaiting clarification].</p> <p>Offer email communication followed by call.</p> <p>Offer a zoom meeting – week beginning 8t June</p> <p>Honest conversations about the set up at St Mary’s and the risk being reduced not irradiated.</p> <p>If parents decide they are happy to send their child in school they must sign and agree the revised home school agreement.</p> <p>If a parent change their mind and want their child to attend they should give a working weeks’ notice so that new arrangements can be made if necessary.</p>	4	3	
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	Safety of SEND children with significant needs <i>Children</i>	4	5	<p>Staffing would involve 1-1 support. Use of breakout space needed [opening of library, outside quiet area].</p> <p>All breakout spaces to be on rota and ensured cleaned thoroughly.</p> <p>Where possible, children will be with a familiar adult.</p> <p>Staff may be required to wear PPE depending on the needs of the child.</p> <p>Seek guidance from HLT REU / SEND team</p> <p>See SEND policy</p>	4	5
	Absence concerns <i>Children</i>	4	5	<p>Resume taking class attendance registers and continuing to complete the online educational setting status form.</p> <p>Monitor carefully and follow procedures as required in absence procedures policy</p>	4	4
	Who should not attend? <i>Children</i>	3	5	<p>Currently Year 2, 3, 4 and 5 pupils will not attend with the exception of keyworker or vulnerable children.</p> <p>Only pupils who are not displaying symptoms and who do not need to self-isolate/shield due to their own condition or those in their household should be attending school.</p> <p>Where a member of the pupils household is displaying symptoms, a child should not be in school until a test result has been shared as negative.</p> <p>Parents have a right to decide that school is not currently safe enough for their child to attend (and must notify the school of their decision).</p> <p>Parents of children who live with an adult who has received a shielding letter or have this letter themselves should think carefully whether the child should attend school. Parents may want to re-evaluate this on a weekly basis and need to inform the school of their decision.</p>	2	4

				<p>This is the advice from the DfE:</p> <p>“if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend.”</p> <p>If these children do attend, parents are requested to make it clear to the school of the shielding concern for us to monitor carefully if the child is responding positively to the social distancing rules.</p> <p>If a child has an appointment, parents will not be able to send their child in and collect at a point during school day. The child should be kept at home.</p>			
Parent wellbeing and mental health signposting <i>Parents</i>	3	4		<p>Educational Psychology Service: 020 8820 7519 on Wednesdays between 10am -12.30pm and 2pm – 4.30pm</p> <p>Anna Freud National Centre for Children and Families: Supporting Staff Wellbeing: https://www.annafreud.org/what-we-do/schools-in-mind/resources-for-schools/supporting-staff-wellbeing-in-schools/</p> <p>Mentally Healthy Schools: https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/</p> <p>Mind: https://www.mind.org.uk/</p>	3	4	
Potential covid 19 symptoms	3	5		<p>We will communicate to parents that it if their child was to fall ill with COVID 19, it would be their responsibility to organise a test as soon as possible and report firstly the symptoms and</p>	3	4	

and spread of infection <i>Staff, children, parents</i>		the results to us as soon as possible so we can follow procedures for the rest of the children, families and staff team. Signpost them to test and trace initiative by the government See policy suspected covid 19 case		
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Risk Matrix - Likelihood x Severity = Risk Rating

		Severity/Consequence				
		1Negligible	2Minor	3Moderate	4Major	5Significant
Likelihood	5Almost Certain	5Medium Risk	10Medium Risk	15High Risk	20Critical	25Critical
	4Very Likely	4Low Risk	8Medium Risk	12High Risk	16High Risk	20Critical
	3Likely	3Low Risk	6Medium Risk	9Medium Risk"	12High Risk	15High Risk
	2Unlikely	2Low Risk	4Low Risk	6Medium Risk	8Medium Risk	10Medium Risk
	1Very Unlikely	1Low Risk	2Low Risk	3Low Risk	4Low Risk	5Medium Risk

Appendix 1

The Government has issued a number of guidance documents in relation to Covid-19 over recent weeks for the public, non clinical settings and health professionals. A summary page of these documents can be found [here](#).

Schools and settings, however, will find the government guidance listed in the table below useful. Numbers 1-34 are all available on a single summary page [here](#)

Guidance Document	First Published	Last updated (as at 22/05/2020)	Comments on updates & additions since 19 May 2020
 overarching guidance for educational settings			
1. Actions for educational and childcare settings to prepare for wider opening from 1 June 2020		12 May 2020	
2. Preparing for the wider opening of schools from 1 June	14 May 2020	25 May 2020	Updated: Added 'Guidance for secondary school provision from 15 June 2020'
3. Preparing for the wider opening of early years and childcare settings from 1 June	24 May 2020		New documents: A planning guide for early years providers, in England, to help prepare them to open their settings for all children from 1 June 2020.
4. COVID-19: Actions for schools		18 May 2020	

during the coronavirus outbreak			
5. Action for early years and childcare providers during the coronavirus outbreak		15 May 2020	
6. Coronavirus (COVID-19): Actions for FE colleges & providers during the coronavirus outbreak		14 May 2020	
7. Coronavirus (COVID-19): apprenticeship programme response		19 May 2020	Updated: with information on training and assessing apprentices in line with the government's new safer working guidelines, calculating wages for furloughed apprentices, off-the-job training, and redundant apprentices
8. Actions for HE providers during the coronavirus outbreak		21 May 2020	Updated: Added information about allowing students to collect their belongings or storing them until they can collect them
9. Coronavirus (COVID-19): guidance for children's social care services		6 May 2020	
VID-19 infection prevention and control			
10. Safe working in education, childcare and children's social care		14 May 2020	
11. Coronavirus (COVID-19): implementing protective measures in education and childcare settings	11 May 2020	12 May 2020	
12. Coronavirus (COVID-19): guidance on isolation for residential educational settings	21 March 2020	27 May 2020	Updated: new coronavirus (COVID-19) guidance updates to support management of children and young people in residential educational settings, including boarding schools, residential special schools and children's social care
13. COVID-19: guidance for	17 Feb	18 May 2020	

educational settings	2020		
Supporting vulnerable children and young people			
14. Changes to the law on education, health and care needs assessments and plans due to coronavirus		30 April 2020	
15. COVID-19: safeguarding in schools, colleges and other providers' to the collection		20 May 2020	Updated to provide guidance on what schools and colleges should be thinking about as they plan for more children to return from week commencing 1 June – especially around updating the child protection policy, designated safeguarding lead arrangements, protecting vulnerable children and mental health.
16. Coronavirus (COVID-19): guidance on vulnerable children and young people		15 May 2020	
17. Supporting children and young people with SEND as schools and colleges prepare for wider opening	19 April 2020	26 May 2020	Updated to include new information on the recommended approaches that local authorities, educational settings and parents should follow for the return of children and young people with EHC plans, or those with complex needs but who do not have an EHC plan, to educational settings from 1 June 2020.
Guidance on specific subjects			
18. Critical workers who can access schools or educational settings		14 May 2020	
19. Using clusters and hubs to maintain educational provision		24 April 2020	
20. Remote education during coronavirus (COVID-19)		5 May 2020	

21. Coronavirus (COVID 19): online education resources	7 April 2020	22 May 2020	Updated: Updated list of online resources with additional resources organised by key stage
22. Providing free school meals during the coronavirus outbreak	19 March 2020	28 May 2020	Updated information about providing meals for pupils attending school, the national voucher scheme and providing meals or food parcels through your food provider
23. Changes to school admission appeals due to coronavirus		23 April 2020	
24. School attendance: guidance for schools		30 April 2020	
25. Coronavirus (COVID-19): cancellation of GCSEs, AS and A levels in 2020		22 May 2020	Updated: This page has been updated to reflect the publication of Ofqual consultation documents. Consultation outcome can be downloaded here .
26. Managing school premises during the coronavirus outbreak		24 April 2020	
27. Coronavirus (COVID-19): travel advice for educational settings		5 May 2020	
ance and administration			
28. Actions for FE colleges and providers during the coronavirus outbreak	23 March 2020	29 May 2020	Updated guidance to provide further information to plan for wider opening, including clarification on the total proportion of learners from eligible cohorts that should be in education settings at any one time.
29. Procurement Policy Note 02/20: Supplier relief due to COVID-19		19 May 2020	Updated 'PPN 02/20: Additional guidance, FAQs and model terms for construction' to newer version.
30. Use of free early education entitlements funding during the coronavirus outbreak		28 April 2020	
31. Coronavirus (COVID-19): financial support for education, early years and children's social care	17 April 2020	27 May 2020	Updated: Guidance updated to clarify statutory sick pay relief

32. Coronavirus (COVID-19): reducing burdens on educational and care settings		20 April 2020	
33. Coronavirus (COVID-19): school and college performance measures		8 April 2020	
34. Coronavirus (COVID-19): financial support for schools		7 April 2020	
ial teacher training (ITT) and newly qualified teachers (NQTs)			
35. Coronavirus (COVID-19): initial teacher training (ITT)		7 April 2020	
36. Coronavirus (COVID-19): induction for newly qualified teachers		1 April 2020	
ent / Carer Advice			
37. What parents and carers need to know about schools and education during the coronavirus outbreak		20 May 2020	Updated: Added information about the bank holiday and half term. Updated information on 30 hours free childcare, transport and SEND.
er Advice & guidance			
38. Cleaning in Non healthcare settings		26 March 2020	
39. COVID-19: guidance on supporting children and young people's mental health and wellbeing		21 April 2020	
40. Awarding qualifications in summer 2020		22 May 2020	Updated: Changed to include updated guidance documents for centres and for teachers, students, parents and carers
41. Coronavirus (COVID-19): personal protective equipment (PPE)		15 April 2020	

plan (Policy Paper)			
42. Coronavirus (COVID-19): attendance in education and early years settings (Transparency data)	21 April 2020	26 May 2020	Updated Added latest data and “22 May 2020 summary: attendance in education and early years settings during the coronavirus (COVID-19) outbreak”.
43. Case studies: remote education practice for schools during coronavirus (COVID-19)		21 May 2020	Updated: additional case studies about adapting teaching practice for remote education
44. Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)		14 May 2020	
45. Planning guide for primary schools		14 May 2020	
46. Consultation on an additional GCSE, AS and A level exam series in autumn 2020	22 May 2020		New document: Proposals for an additional exam series in autumn 2020 in response to the coronavirus (COVID-19) pandemic
47. Responsibility for autumn GCSE, AS and A level exam series	22 May 2020		New document: Expectations for centres on who should be responsible for entering candidates for autumn exams.
48. Stay alert and safe: social distancing guidance for young people	24 May 2020		New document
49. Help children aged 2 to 4 to learn at home during coronavirus (COVID-19)	19 April 2020	28 May 2020	Updated: to include information on mental health and wellbeing.

Appendix 2

Bubbles for wider reopening

Bubble Name (max numbers)	Staff	Entrance / Exit	Room	Staffroom	Adult toilet	Outdoor space	Children's entrance	Children's toilets
Bubble EY (9)		Main Gate into front playground and sign in, in hall (check if enough fobs for main gate)	Reception class	Intervention room in Nursery & Kitchen	EYFS adult toilets	EYFS outdoor space	Barn St/Church St EYFS entrance	Reception toilets
Bubble 1 (9)		Main Gate into front playground and sign in, in hall	Year 1	EYFS staffroom, kitchen and toilet	EYFS toilet	Front playground	Main gate into playground	Boys toilets
Bubble 6 (12)		Main entrance and sign in on board	Year 6	Main staffroom	Staff toilet	Back playground	Back playground through estate	Girls toilets
Bubble K (18)		Main entrance and sign in on board	Year 3 and Year 4	Main staffroom	Disabled toilet	Back playground	Back playground through estate	Girls toilets

Bubble Office		Main entrance and sign in on board		offices / Fridge in medical room	Staff toilet			
Bubble kitchen		Kitchen entrance and sign in, in hall		Office in kitchen	Kitchen			