

St Mary's Primary School: Risk Assessment for whole school opening

Assumptions underpinning this risk assessment:

- This is a plan for when safe whole school opening is possible.
- We plan to open for ALL children on 7th September 2020
- This is a WORKING DOCUMENT and therefore subject to change.
- This incorporates government guidance
- Proposed offer will be:
 - o We will be working in bubbles of 2 x classes (60 pupils max), including adults, to reduce any risk of infection.
 - o This will allow us to manage the safe and effective running of all aspects of the school day including lunchtimes, playtime staff ratios, entry and exiting of school.
 - o Classes will still in the main, be taught separately and encouraged to social distance from each other as previously. Working in larger bubbles allows us to continue with targeted intervention support, such as phonics groups and reading groups.
 - o Entrances are different for each bubble, although start and finish times will remain the same with the exception of Nursery whose time will be adjusted.
 - o Children will revert back to using the boys / girls toilets; however toilet use will be timetabled in the first instance to prevent gatherings from different bubbles. We would not prevent any child from going to the toilet if they need to at any time of the day.
 - o School will use part time music and Spanish teachers and in emergencies agency staff.
 - o Breakfast club and afterschool provision will not open on 7th September but will be reviewed in the first half term as we consider staffing and safety requirements.

Everyone
remains
in their bubbles

For the effective running of the school some staff may need to cross bubbles, however in a socially distanced way.
Example, SLT observations,
Spanish teaching.

In an emergency situation, bubbles will be crossed and when needed PPE will be worn.

The effective and safe running of the school

- All decisions made have been discussed with the School Improvement Partners from the HLT (Gillian Brady) and LDBS (Sally Moore).
- This risk assessment will be looked at by FGB prior to opening.
- This will be checked against the proforma provided by the HLT H&S team that has been agreed with unions (send this separately)
- This will be sent to the HLT, H&S team for ratification.

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?
4. Is the school as Covid safe as it can possibly be?

*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	5	5		Cleaners to comply with increased cleaning expectations and new chemicals etc.	2	3	
	<i>All staff, visitors, children</i>				<ul style="list-style-type: none"> • Site Service Officer (SSO) to monitor at start of each day. • Cleaners on site 5am-8am Monday to Friday to thoroughly clean areas that are being used. • Cleaner on site from 11 – 2 with a focus on shared surfaces/equipment 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. 			

				<ul style="list-style-type: none"> Dining tables, chairs, door handles etc to be cleaned between each bubbles sittings for lunch. <p>All classes to have supply of Personal Protective Equipment (PPE), wipes, hand wash, sanitizer, spray, paper towels and tissues. Supplies kept updated weekly or as needed by office staff. School adults responsible for informing office when running low on supplies.</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. Chemical sprays kept at main office and must be returned there immediately after use.</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.</p>			
	<p>Cross contamination, social distancing / hand hygiene</p> <p><i>Staff and children and visitors</i></p>	5	5	<p>Hand washing: children MUST wash their hands regularly throughout the day.</p> <p>For ease, there will be times when anti-bacterial hand gel will be used.</p> <p>Each classroom (Nursery and Reception will share) and the main entrance has a wall mounted anti-bacterial dispenser for use as adults / children enter etc.</p> <p>As per government guidelines it is of utmost importance to have regular and thorough hand washing. Routines will be established in classrooms for handwashing and anti bac use so that hands are cleaned:</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 	3	3	

- After visiting the toilet

To support handwashing after visiting the toilet, hand stamps will replace toilet passes and there will be an expectation that the children will have washed their stamp off when they return from the toilet. This will support the expectation of 20 seconds with running water and soap routine. Handwashing etc will be embedded in daily school life so that it become second nature and the norm.

Tissues will be available in all classrooms to support the catch it, bin it, kill it approach when sneezing or coughing.

Hand sanitiser bottles ordered through Hackney council (collections weekly at Stoke Newington Town Hall) will still be available for other areas of the school and used with younger children, those with additional needs, when out of the classroom or when its more effective to do so.

Staff continue to use allocated toilets for their bubbles.

Visitors (although these will be limited e.g. safeguarding): Use the disabled toilet

Children in years 5 and 6 will be expected to maintain social distancing as much as possible as they move around the school, and in years 4, 3, 2 and 1 social distancing will be taught and encouraged although we are aware that it is difficult for any child to social distance. There are no expectations for social distancing in Nursery and Reception.

School recognises concerns of black, Asian and minority ethnic (BAME) staff members and staff in general, therefore we have completed risk assessments for all staff where concerns were explored and discussed in depth and actions taken as necessary.

	<p>Ensuring general health and safety</p> <p>Staff, visitors and children</p>	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 risk assessment (RA) with all staff on inset day</p> <p>Plan fire drill for whole school within first half term.</p> <p>Fire risk registers kept on laminated sheet.</p> <p>All permanent staff will have had first aid training prior to school opening in September and Level 3 first aiders will be booked onto courses to update their certificates as required this academic year.</p> <p>Rules for parents to be shared and displayed to encourage social distancing etc. outside of the school gates.</p>	1	2	
	<p>Potential cross contamination</p> <p>Staff, children, visitors</p>	4	4	<p>PPE</p> <p>Children wearing PPE to school must leave it with their parent / carer at the school gate or in the case of year 5 and 6 children, parents / carers must provide a labelled sealable bag such as a sandwich bag that their child can put it in before they enter the school premises. This will be then stored in the classroom safes alongside any mobile telephones and be given back to the children at the end of the school day.</p> <p>Staff disposing of PPE must use the medical waste bin in medical room.</p>	4	2	

Any use of PPE should be done after full training. See link below.

https://www.youtube.com/watch?v=-GncQ_ed-9w

[New staff to have training.](#)

Bulk order PPE so that always fully stocked

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, school business manager (SBM) and senior leadership team (SLT).

Staff to wear PPE when dealing with children that have injured themselves or any other situation where close contact with the child is unavoidable.

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.

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.

All bins to be lidded.

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

Ensure children use soap and then paper towels to dry hands and dispose of them in the lidded bin.

General

Schools are expected to minimise contact and mixing. This will be done by the bubble approach.

Bubble	Playground	Lunchtime	Start time	Home time	Entrance/exit used	Staff space
Nursery and Reception	EYFS playground	11.30 in hall 12 outside	Reception 9am Nursery 9.15am	Reception 3.30pm Nursery 3.15pm	EYFS entrance on corner of Barn St and Stoke Newington Church St.	EYFS staff room
Year 1 and 2	Front playground	12.00 in hall 12.30 – 1pm outside	9am	3.30pm	Pizza shop entrance on Stoke Newington Church St	EYFS staffroom
Year 3 and 4	Back playground	12.30 in hall 1 – 1.30 outside	9am	3.30pm	Back playground gate through estate	Main staffroom
Year 5 and 6	Back playground	12.30 – 1pm outside 1 – 1.30pm in hall	9am	3.30pm	Front playground gate on Barn St.	Main staffroom

- Main hall will have a one way system enter through building and exit into playground (with the exception of EYFS entering for lunch).

				<ul style="list-style-type: none"> Floor markings to remind everyone of social distancing expectations will be placed around the school premises and outside of the gates. 			
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 externally (use of decking or playground) Person that is ill to wear face mask After the child is collected thorough cleanse of area – speak to cleaners (bio fogging?) Covid 19 case in school - contact Hilary Smith@HLT School to offer support with booking a test (admin team to support with this over telephone if required) School to be contacted by parent / carers with a copy of results once they have been received Test and trace protocols to be followed as advised. <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> <p>Staff to keep head teacher with any changes in conditions that may impact on their risk factor so that informed decisions can be made.</p>	3	3	
Transmission of virus at beginning and end of the day <i>Staff, children</i>	3	4		<p>Nursery – EYFS gate 9.15am – 3.15pm Reception – EYFS gate 9.00am – 3.30pm Year 1 and 2 – Pizza shop gate</p>	2	3	

9.00am – 3.30pm

Year 3 and 4 – Gate in back playground in estate

9.00am – 3.30pm

– Main gate

9.00am – 3.30pm

Parents not allowed on the school premises and the school office closed. Office will take telephone calls and will invite someone in by appointment only.

PPE must be removed before entering school. Children wearing PPE to school must leave it with their parent / carer at the school gate or in the case of year 5 and 6 children that travel to school by themselves, parents / carers must provide a labelled sealable bag such as a sandwich bag that their child can put it in before they enter the school premises. This will be then stored in the classroom safes alongside any mobile telephones.

Staff must remove face coverings as they enter school as per training and either dispose of in the medical waste bin in medical room or place in their bag. (Donning and doffing) Hand cleaning must take place after this.

No scooters/ bikes to be brought onto school premises due to the management of storage and security at 4 different entrances (parents will have to take any brought to school, home with them), this will be reviewed after the first half term.

Currently there are no children attending school on school transport. This will be reviewed if circumstances change.

Children are not allowed to bring in anything from home except for the following, and these should be brought into school in a small labelled bag:

- Packed lunch (for those not having school dinner)
- Water bottle (labelled)

				<ul style="list-style-type: none"> • Reading book • Homework <p>EYFS will provide spare clothes as normal.</p>			
Transmission of virus - movement around school <i>Staff, children</i>	4	5		<p>No entry to main office except for office staff and SSO/SLT in emergency situations.</p> <p>Visitors / parents by appointment only</p> <p>Signs on the floor and on walls to help enforce social distancing.</p> <p>Class will be allocated toilet slots to ease congestion in the toilets.</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 October.</p> <p>Adults moving between bubbles will carry out handwashing / hand hygiene between classes. They will also endeavour to remain at the front of the class in adult only space.</p> <p>The main hall and tables will be thoroughly cleaned between use and after use.</p> <p>Classes should not use the hall or intervention room or other communal spaces unless it's timetabled and cleaning of that area has been organised.</p> <p>Trays, cutlery etc. will be given to children at the food hatch rather than them collecting themselves.</p> <p>Where possible one way systems will be introduced for movement around the school to prevent congestion.</p>	2	5	
	4	5		No children sent to office without an adult.	2	5	

<p>Transmission of virus - Access to the office foyer</p> <p><i>Staff, children, visitors</i></p>				<p>All registers taken in the classroom as normal.</p> <p>All staff use the foyer entrance and swipe in/sign in on screen and wipe down as required.</p> <p>Office staff to keep work stations at least 1 m apart. Remove photocopier from the main office to reduce congestion.</p> <p>Parents bringing their child late to school (once gates are closed) will have to come through the main office, however will have to wait outside the main door (unfortunately, whatever the weather) for a member of the admin team to come out and register their child and take reason for lateness. At this point the child can come into school and will make their way to the class.</p> <p>Children not collected on time at the end of the day will have to remain with a member of support staff from their bubble in the classroom/playground (not at the office). Parents / carers arriving late will have to wait outside the main door of the office (whatever the weather) until the child is brought to them to be dismissed. Fines will apply as per policy.</p> <p>Parents and carers will have to be patient with staff as they may be busy on the phone, dealing with a child or something else. Parents that become angry or do not follow rules will be managed as per our managing visitors and parents behaviour policy.</p> <p>Office staff, SLT and SSO authorised in office only.</p> <p>Other staff must not congregate in large groups in the foyer area.</p>			
<p>Transmission of virus - Lunchtimes</p> <p><i>Staff, children</i></p>	4	5		<p>Lunchtimes will be staggered.</p> <p>Where possible children will sit on alternate seats so not directly opposite (this is not possible with some bubbles).</p> <p>Children must bring in their own labelled water bottles which can be refilled from the classrooms.</p>	2	5	

				<p>Water fountains will be closed</p> <p>Lunches will be offered as normal.</p> <p>Wipe down tables thoroughly after use (support staff and kitchen staff)</p> <p>Cutlery, plates and trays handed to children. Adult to do this and wear gloves etc.</p> <p>After hall has been used, surfaces and floor will be cleaned thoroughly.</p> <p>Hall timetabled for bubbles of 2 classes to eat at the same time.</p> <p>Children will be kept in class groups to eat.</p>			
Transmission of virus - Playtimes <i>Staff, children</i>	4	5		<p>KS2 playground – Year 5 and 6 bubble and Year 3 and 4 bubble</p> <p>KS1 playground – Year 1 and 2 bubble</p> <p>EYFS playground – EYFS bubble</p> <p>Soft furnishings such as cushions etc to be removed from classrooms</p> <p>Play equipment to be wiped/washed down regularly and after a bubble has used it. Milton tablets and sprays are available for staff use.</p> <p>Each class within a bubble will be allocated equipment to use that day.</p> <p>Playground times are staggered.</p> <p><i>Wet play</i> to be covered by the support staff adults in the bubbles.</p>	2	5	
	4	4		All classrooms to be well ventilated at all times, windows open. Regular hand washing.	2	4	

	<p>Transmission of virus - Classrooms</p> <p><i>Staff, children</i></p>		<p>All classroom desks to face forward. Children can sit next to each other. Review of other furniture and carpet areas to fit tables in in rows.</p> <p>EYFS will work as they normally do in terms of work spaces.</p> <p>Children WILL NOT bring in own pencil case but will be provided a zip wallet with essentials by the school, not EYFS, (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 access to PPE, cleaning sprays and paper cloths (kept at main office)</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 school shoes that are appropriate and can independently be done up.</p> <p>Government guidance makes clear that there is no expectation of social distancing within a bubble.</p> <p>IPads and laptops to be wiped down after use.</p> <p>Adults and children identified with increased vulnerability will have their own risk assessment that may include a separate work station and other adjustments.</p>		
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				<p>In the event of individuals or cohorts having to be at home remote working will commence with google drive, however other options are being considered for future use in consultation with Hackney's IT team.</p> <p>Use of government recommended online learning will also be used as appropriate.</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 and dining room cups to be removed and water bottles will be refilled in the dining hall tbc.</p>	2	5	
	Transmission of virus – contractors health and safety <i>Staff and children</i>	4	5	<p>Risk assessments carried out by Ashlyns and PJNaylor.</p> <p>Information provided to school.</p> <p>All visitors to school to complete a disclaimer with contact details and these will be filed and accessible should contact need to be made.</p> <p>Visitors will be encouraged to attend at the beginning or end of the school day if possible.</p> <p>Expectations for hand hygiene, use of PPE and areas entering will be shared either prior to arrival or on arrival.</p>	4	2	
Learning	Transmission of virus - Resources <i>Children</i>	4	5	<p>Stationary packs to be provided for each child.</p> <p>Enforce not sharing.</p> <p>Any resources used need to be thoroughly cleaned between bubble use.</p>	2	5	

				<p>PE lessons will take place however there will be no contact sports.</p> <p>Equipment will be washed down after use and allocated to one bubble at a time.</p> <p>On days where children have PE, they will attend school in their PE kits and wear these for the entire day. Children will not be able to change for PE at school.</p> <p>PE will be encourage outdoors as much as possible and if indoors social distancing will be expected.</p>			
Transmission of virus/ Impact on learning - Assemblies <i>Staff, Children</i>	4	5		<p>One remote assembly will take place each week and collective worship will take place each day in the classrooms.</p> <p>This to be reviewed at half term.</p>	1	1	
Impact on learning - School day/ curriculum expectations <i>Children, staff</i>	5	5		<p>Focus on creative and physical activities including outdoor learning.</p> <p>Mental wellbeing will be at the heart of our recovery curriculum. A series of lessons on wellbeing plus additional PSHCE lessons is available.</p> <p>At this time we are planning no day trips for pupils, however this will be reviewed regularly and in the first instance use of local facilities such as Clissold Park will be allowed.</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>	5	3	
Who can attend?	3	4		<p>Only staff not exhibiting symptoms can attend school.</p>	3	1	

	<i>Staff</i>			<p>Individual staff risk assessments will inform additional Covid safe adjustments that may be required for that member of staff and may be different from others. Discussions with HR as needed.</p> <p>Staff to be told that they must inform us immediately of any changing situations.</p> <p>Follow up any discussions with email / letter as appropriate.</p>			
	<p>Visitors attending premises and spreading infection</p> <p>Staff and children</p>	2	4	<p>Deliveries to be taken outside the main office door, where a member of the office team can meet them.</p> <p>No visitor permitted in the office or in the school building without an appointment. Staff can meet visitors outside and will not automatically let someone in unless they have checked the visitor is expected.</p> <p>Visitors to sign visitors' information disclaimer and follow guidance.</p>	2	2	
Staff	<p>Eating and refreshments utensils / crockery causing contamination</p> <p><i>Staff and visitors</i></p>	3	3	<p>To be used only to make tea/ coffee using a mug or cup brought in from home. [No shared cups/ crockery/ fabric resources]</p> <p>Staff can sit in their bubble teams in allocated staff spaces remembering to social distance.</p> <p>Staff lunches are staggered to support social distancing although it will be staffs responsibility to remove themselves from spaces that they feel are too busy.</p> <p>Staff not to be gathering in the staff room before, after school or during the day.</p> <p>Paper towels and disposable dishcloths for washing up. Washing up liquid provided.</p> <p>Staff encourage to bring own cup/crockery etc.</p>	3	1	

<p>Staffing availability, expectations and maintaining ratios at all times</p> <p><i>Staff and children</i></p>	5	5		<p>All NHS and Gov.uk guidance to be followed at all times regarding isolation, distancing and hygiene.</p> <p>The availability of staff will be assessed and determined by SLT daily (7am) or more frequently if needed. Staff in school can be moved across bubbles if needed and agency staff can be used.</p> <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>Staff members have a responsibility to raise any concerns about social distancing, hygiene etc they have with individuals or with a member of SLT if they cannot resolve their concern.</p> <p>Be clear about reporting staff absences and process for rapid closure to ensure effectiveness of policies.</p>	3	4	
<p>Surface and air contamination between bubbles</p> <p><i>Staff</i></p>	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	
<p>Staff not knowing procedures and policies</p> <p><i>Staff</i></p>	5	5		<p>All other staff to be trained prior to opening.</p> <p>Regular weekly meetings to reflect and evaluate practice will be in place.</p> <p>Staff meetings will be organised so they are socially distanced.</p>	2	3	

	Safeguarding and first aid not being dealt with effectively <i>Children and staff</i>	5	5		Safeguarding policy has been revised	2	3	
	Staff living with extremely clinically vulnerable adults <i>Staff</i>	5	5		Staff are expected to return to work, however discussions with staff members and HR will be had, to establish an agreed way forward based on government expectations, individuals circumstances and the needs of the school.	1	1	
	Staff who are vulnerable, pregnant or with underlying health conditions.	5	5		Risk assess individuals as needs and discuss areas of risk and how together these can be mitigated to meet individual's circumstances. Changes in roles or other adjustments will be looked at on a case by case basis and discussed with HR.	4	2	
	BAME adult group being at greater risk <i>Staff</i>	3	5		Government guidance is to risk assess individuals taking into account individuals vulnerabilities. Ethnicity, age, underlying health conditions, travel and occupational risks are included in the assessment and this will inform any next steps.	3	2	
	Challenges with getting to work and becoming contaminated <i>Staff</i>	4	5		Travel to and from work is included in individuals risk assessments. No parking will be available for St Mary's staff as of September 2020. Walking and cycling encouraged. The school has purchased 3 bikes for staff to borrow to aid a safe journey to and from school. As these are school bikes these will be kept in an internal storage space for safety of which is only accessible to school staff.	2	3	

	<i>staff</i>						
Pupil Wellbeing	Identifying vulnerable children in school to ensure effective support in place	3	4		Emotional baseline established for all children using zones of regulation. A set will be put in each child's pack.	3	3
	Children				<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. 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>Risk assessment for individual pupils as appropriate and consult with HLT as required.</p> <p>Any child showing any symptoms of illness whether Covid related or not must be kept at home if they are not managed effectively with medication or a meeting to establish a way forward with family, school nurse and school takes place.</p>		

<p>Children needing emotional support</p> <p><i>Children and parents</i></p>	<p>3</p>	<p>5</p>		<p>Establish what wider support services are available through LA to secure services for additional support and early help where possible.</p> <p>Risk assessment for individual pupils as appropriate and consult with HLT.</p> <p>Series of lessons and activities being taught across the school to support wellbeing.</p>	<p>3</p>	<p>3</p>	
<p>Not following new rules esp those regarding social distancing</p> <p><i>Staff and children</i></p>	<p>5</p>	<p>5</p>		<p>Use adapted behaviour policy in the initial period of reopening as they determine the children's emotional baseline.</p> <p>Risk assessment for individual pupils as appropriate and consult with HLT.</p> <p>See behaviour policy and home school agreement policy</p>	<p>3</p>	<p>4</p>	

Children and Parents	<p>Parents concerns about effective communication moving forward</p> <p><i>Children and parents</i></p>	3	4	<p>Continue with weekly newsletter from Headteacher.</p> <p>Letters sent/calls made to individuals about returning to school.</p> <p>Offices open to phone calls.</p> <p>Website will be update although currently under review and being updated.</p> <p>Staff to respond to parent queries / messages with phone calls if they are not able to have a discussion on the gate. Discussions on the gate will be discouraged unless its mutually convenient for the staff member and parent / carer to wait until everyone has been dismissed.</p>	3	3	
	<p>Parent concerns about returning to school</p> <p><i>Parents and children</i></p>	5	4	<p>Provide information about safety measures put in place.</p> <p>Letter sent to all parents before the end of the summer term explaining changes, expectations and routines.</p>	4	3	

<p>Safety of SEND children with significant needs</p> <p><i>Children</i></p>	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	
<p>Absence concerns</p> <p><i>Children</i></p>	4	5	<p>Normal absence procedures will be followed with any additional new guidance</p>	4	4	
<p>Parent wellbeing and mental health signposting</p> <p><i>Parents</i></p>	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	

	<p>Potential covid 19 symptoms and spread of infection</p> <p><i>Staff, children, parents</i></p>	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 the results to us as soon as possible so we can follow procedures for the rest of the children, families and staff team. However the school admin team will offer support in booking tests where needed.</p> <p>Parents and staff will be told that they need to be ready and willing to:</p> <ul style="list-style-type: none"> -book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit -provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace -self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</p> <p>School will:</p> <ul style="list-style-type: none"> - take swift action when they become aware that someone who has attended and has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID- 19) attended the school – as identified by NHS Test and Trace - work with local health protection teams if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, to identify or prevent an outbreak 	3	4	
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See policy suspected covid 19 case

Kawasaki disease This is a condition that mainly affects children under the age of 5. It's also known as mucocutaneous lymph node syndrome. It is extremely rare and affects 8 in every 100 000 children. It is linked to previously being diagnosed with Corona Virus.

The characteristic symptoms are a high temperature that lasts for 5 days or more, with:
 a rash
 swollen glands in the neck
 dry, cracked lips
 red fingers or toes
 red eyes

Parents are recommended to seek urgent medical advice if the above symptoms are noted. School staff must also be vigilant for the signs and symptoms.

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

Associated guidance / documents

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>