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| **Risk assessment for COVID-19** - Educational settings from 1st June |
| **Completed by:** Emma Levers | **Date created:** 12/05/2020 **Date Last updated: 13.05.2020** |
| **Next Review Date:** 1st June 2020 | Manager approval |
| **Applicable to:** All adults and children |  |
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| Hazard / Risk (without controls) | **Who is at Risk?** | **Risk****Low – Medium – High***see risk matrix table* | **Control Measures** | **Residual Risk score****Low – Medium - High** |
| Spread of infection | AdultsChildren | High | **Hygiene practices and cleaning**General hygiene* Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website
* Apply catch it, bin it, kill it for coughs and colds. <https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be>
* Posters to be displayed throughout school to support the education of staff, visitors and children
* Cleaning products will be available in classrooms and shared areas i.e. photocopying room for staff to regularly clean areas. Where rooms are accessed by children, the products will be stored in locked cupboards.
* Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of the virus.

Handwashing and hand sanitising <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>* All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly.
* All staff and visitors to wash hands on entry and exit from the building. Hand sanitiser to be placed in reception and regularly restocked and signage placed into reception area
* Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this.
* All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) after AM playtime (3) before lunch time (4) after lunch time
* Increase the availability of hand washing and sanitising facilities throughout school, including reception.
* Reinforce good hygiene with the children through lessons and information to parents.
* Teachers to ensure children wash hands at key times throughout the day
* Adults and children are required to change clothing at the end of each day in school. This should be washed straight away. Children will not wear normal school uniform to enable clothing to be washed daily.

General Cleaning services (Metro clean)* Increase in general cleaning services throughout the week
* ‘Deep clean’ of the school prior to reopening
* Some areas in school will be ‘closed’ and not used by anyone in school – signage will indicate this
* The clear desk policy will be strictly adhered to, to enable staff and wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day.

Cleaning (school staff)* Shared areas will be cleaned after use i.e. hall
* Doors will be propped open where possible (risk assessment to be completed)
* Resources will not be shared where possible. If they are shared, they must be cleaned after each use and before other children use them
* A COVID cleaning ‘grab pack’ will be available in school. This will be easily accessible so that areas can be cleaned easily if needed (after illness of child/adult with COVID symptoms). This will be stored in the medical room in a locked cupboard.
* All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area. Staff will wipe down surfaces and equipment throughout the day. Cleaning products will be available in all rooms, in locked cupboards
* Support staff not specifically allocated to a class will routinely wipe areas they are working in. At 10.30am, 1.00pm and 2.45pm a team of staff will clean down ‘shared’ spaces. This will be limited as there will be very little movement from out of allocated teaching and learning spaces.

Other* unnecessary items will be removed from classrooms and other learning environments
* soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms
 | Medium |
| **Limiting interactions between adults/children****Social Distancing - general*** 2m guidance to be applied throughout the school setting i.e. with children, visitors, colleagues, where possible
* Signs to be placed into school to remind adults and children of the rule.
* Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children
* Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff
* Where possible virtual methods will be used to communicate. (see virtual communication technologies below)
* Staff in school will adhere to social distancing, where possible.

**School reopening timetable PROVISIONAL**The following plan for the education of children from the 1st June will support social distancing guidance The following groups of children will be eligible to attend the school setting from 1st June1. Nursery (F1)
2. F2
3. Y1
4. Y6
5. Children of (1) critical workers (2) vulnerable children – social workers and those identified by the school inclusion team (3) children with an EHCP in ALL year groups (this has been the case since school closure)

Children in F1, F2, Y1 and Y6 (unless in the E category above, in which they can attend full time) will be invited to attend the school setting 2 days per week.A survey will be sent to parents to ascertain uptake. Once numbers have been obtained groupings will be decided. Groups will be no larger than 15 childrenGroup 1 will attend Monday and Tuesday (full days but staggered start and end times)Group 2 will attend Thursday and Friday (full days but staggered start and end times)Nursery children* Supported in the Nursery setting, which will be split into 2 areas. Each group will be allocated one area to enable small group sizes of 15 or less.
* Will have access to the EYFS playground on rota
* Start time – 8.40am, end of day – 2.30am
* Entry and exit to the school site through the school car park (risk assessment to be completed) – reduction of ‘pinch point’ at main gate at front of school
* Parents to drop off/collect children at the F1 door and will not enter the classroom – procedures to drop off and collection to be displayed.

F2 children* Supported in the F2 classrooms/EYFS shared area setting. Groups will be allocated one area to enable small group sizes of 15 or less.
* Will have access to the EYFS playground on rota and F2 classroom shared areas
* Start time – 8.40am, end of day – 2.30am
* Entry and exit to the school site through the normal front of school main gate– reduction of ‘pinch point’ at main gate at front of school as Nursery parents will be accessing the site through the car park.
* Parents to drop off/collect children at the F2 LBA door and will not enter the classroom – procedures to drop off and collection to be displayed.

Year 1 children* Supported in the KS1 classrooms.
* Will have access to the KS1 playground on rota, with some classes having access to the Y1 classroom shared area.
* Start time – 9.00am end of day – 3.00pm
* Entry and exit to the school site through the normal front of school main gate– reduction of ‘pinch point’ at main gate at front of school as EYFS parents have left sight by 9am and 3pm
* Parents to drop off/collect children at the allocated KS1 door and will not enter the classroom – procedures to drop off and collection to be displayed.

Year 6 children* Supported in the UKS2 classrooms
* Will have access to the KS2 playground on rota
* Start time 9.00 end of day – 3.00pm
* Y6 children will access the KS2 classrooms either through the classroom door of KS2 entrance. Most Y6 children walk independently to school, which reduced the pinch point at the front of school as they will enter and leave the school site in a staggered fashion.

Vulnerable / children of key workers * Start time 8.40 until 3.00pm regardless of year group. If in F1, F2, Y1 or Y6 the entry and exit to the school will be as detailed above.
* If in Y2, Y3, Y4 or Y5 the children will enter and exit the school though Y4LJA classroom.
* Will have access to the KS2 playground on rota

Timetable* Outdoor learning will take place as much as possible
* Social emotional and mental Health (SEMH) will play an important role in the curriculum
* Teachers will follow the ‘Home learning’ resources for the Summer 2 term, supplementing this with SEMH and outdoor learning opportunities
* Groups will be allocated one classroom with 1 – 2 adults for support, where possible. This will enable consistency and reduce contact with different adults
* Groups will contain no more than 15 children.
* Groups will not be mixed
* Some normal routines will take place as normal i.e assembly, however this may be done through virtual means.

Note that children of critical workers and vulnerable children can attend the school setting from 8.45 – 3.00 and therefore may be in class before other ‘groups’ start attending. Vulnerable children will not be identified as being vulnerable..Other* Flow control will be applied to ensure no overcrowding in circulation spaces. Signs will display this
* Children will go to the toilet one after the other
* Apply the following guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

**Children displaying COVID symptoms** * Removal of the child to the ‘medical’ room
* PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing
* The child’s parents/carers will be contacted to collect the child
* The child will remain in the room (if possible) until parents/carers arrive.
* If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else.
* A window will be opened to ventilate the room, if possible
* The child will be supported to the front office and taken home by the parent/carer
* The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance)
* IF the child tests positive for coronavirus, other children and staff in the child’s allocated ‘group’ will be informed and isolation guidance followed.
* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Adults displaying COVID symptoms*** Will go home straight away
* Follow the isolation guidance and will take a test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

**Both*** Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
 | Medium |
| **Closure of part of the school**The following areas will be closed* LFA classroom
* Hall (only open for lunch)
* Library
* Computer suite
* Music room
* Phase Shared areas (only open for movement though school)
* Shared spaces will have limited access. Signage will indicate this i.e. front office – only 2 adults present at one time. This will also apply to adult toilets, staff room etc
* The ‘community hub’ aka bungalow will be open to accommodate staff at lunch time, so that staff have an area to eat their lunch (in addition to the normal staffroom) and allow social distancing to be adhered to.
 | Medium |
| **Personal Protective Equipment (PPE)**Intimate care* ‘routine’ PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron)

Other A face mask, disposable gloves and apron are available for the following situations* Child/adult displaying symptoms of coronavirus and has to remain in school for a short period of time. The supporting adult will have access to PPE if needed
* Perspex screen to be created in the reception area
* Offices to be measured for possible PPE if 2m distance difficult to apply
* Gloves and apron to be worn for cleaning carried out by school staff
 | Medium |
| **Entry and exit to the school building*** See notes above RE handwashing, PPE and limiting interactions
* Parents and carers will drop off and collect children according to the information detailed above
* Children will start and end the day at ‘staggered’ times
* A sign will be displayed in reception that states that only family/visitor should be present in the reception area at any one time.
 | Medium |
| **Virtual communication technologies*** MS Teams to be used for all meetings, where possible
* Zoom will be used for Virtual Circle time with Y2, Y3, Y4 and Y5 children as these groups are not eligible to attend school (unless meet the criteria above) - see Zoom risk assessment)
* Children who are unable to attend in F2, Y1 and Y6 – decision to be made regarding continuation of Zoom meetings
* If other software is to be used, please get authorisation from HOS first.
 | Medium |
| **COVID-19 symptom identification and reporting*** Symptoms guidance <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#symptoms>
* Any child displaying signs of COVID-19 should be isolated immediately, parents contacted and arrangements made for them to go home.
* Any adult displaying signs should go home immediately
* Details of the child/adult displaying symptoms of COVID-19 will be emailed to the admin team/school business manager.
* Staff with symptoms should be tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
 | Medium |
| Negative effects on Mental Health and Wellbeing |  | High | **Children*** PSHE, Health and wellbeing resources to be shared with children through the academy website, twitter and weekly welfare call to parents
* Zoom virtual circle time for children not eligible or unable to attend school
* Weekly wellbeing calls to all parents (all children not attending)
* The curriculum for all children will focus on SEMH
 | Medium |
| Communication issues |  | Medium | **Parents*** BR-admin@vennacademy.org email address and the academy telephone number to be used by parents to communicate with teachers and school leaders
* Twitter, academy website, text, email . newsletters, letters and telephone calls will be used by staff to communicate with parents
* Any parents concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult.
* Staff email addresses will not be communicated to parents
* A letter will be sent to parents explaining the school reopening plans
* A survey will be sent to all parents to find out their intentions regarding return to school – this will help to inform staffing numbers for working in classrooms
 | Low |
| Decline in educational standards through reduced learning opportunities |  | High | **Educational provision for children attending the school setting**Only the following groups of children will be allowed to attend the school setting* children of critical workers <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>
* Children who are vulnerable and have a social worker
* Children identified by the safeguarding team as being vulnerable
* Children with an EHCP
* Nursery, F2, Y1 and Y6 children not meeting the criteria above from 1st June

Teaching Timetables for T&L of children attending the school settingChildren will only have access to the following areas whilst in schoolAllocated classroom* Limited movement on corridors
* Hall – lunch time only – Flow control in place.
* Allocated outdoor area for each year group – this will be accessed on rota where possible
* Y6 will have access to their Key stage toilet block and shared area (only to walk through)
* Where possible, children will access the outdoor area through their classroom door.
* SEMH will form part of the teaching timetable
* PE will take place outdoors where possible
* Outdoor learning will form part of the timetable, with outdoor being accessed on rota if necessary.
* Children will bring in their own named pencil cases, where possible, as resources will not be shared. If children do not have these, they will be provided by the school

**Educational provision for children NOT eligible to attend the school setting OR are unable to due to criteria set out by the government i.e. extremely vulnerable*** Educational resources for these children will continue as before 1st June, with some focus on SEMH
* Weekly home learning resources will be made available through the academy website
* Weekly purple mash activities (minimum of 3 per week) will be set by the teacher and comments made in response, which the child can view.
* Weekly tweets, texts and uploads to the academy website will take place to share home learning resources.
 | Medium |
| Health and safety whilst in school |  | Medium | * All adults will sign in as normal at the front office when the enter and exit the building
* A member of first aid will be on site at all times
* F1, F2, Y1 and Y6 children can be registered on SIMS. Other groups to be registered on paper as this will be a mixed class of children from Y2 – Y5. This should be sent to the school office by 9am
* Normal evacuation procedures apply
 | Low |
| Safeguarding |  | Medium | * Monthly safeguarding meetings to continue
* Weekly welfare calls to be made to all children not attending the school setting, with 2 calls per week for those identified as vulnerable
* Home visits to be made for children who have not been contacted for 2 weeks
 | Low |
| Head of School Name Emma Levers Signature Date 14.05.20Executive Head Name Signature Date |

