

Tillington Manor Primary School

Risk Assessment for Partial opening of schools - January 2021

(Latest Review: 6th January 2021)

Key Risk:

- **The spread of Coronavirus through contact/transmission between different people coming on to the school site**

Main features of procedures to reduce risk:

- **Consistent bubbles of children– staffing of bubbles to be consistent wherever possible to ease Test and Trace procedures – wherever possible (given the higher transmission rates of the new variant), children within bubbles will be spaced in confined spaces to reduce risk (1 child per desk).**
- **Social distancing between staff and pupils, staff and staff, staff and parents/visitors to be maintained.**
- **Additional, and consistent, implementation of hygiene measures**
- **Communication with all members of the school community – verbal/written/signage**

Positive features supporting the partial opening of TMPS:

- **Very large site with space outside areas to allow spread of groups and allow social distancing**
- **Variable routes to minimise risk of mixing**
- **Several entrances for pupils and good sized waiting areas to accommodate parents/pupils in socially distanced queues**
- **Remote learning options are now becoming more embedded**

Concerns for TMPS:

- **Despite larger classrooms for some classes, there is an optimum capacity limit if children are to be spaced in confined classroom areas (in double bubbles) and we aim to reduce staff numbers on site to aid the delivery of remote learning.**

Bubble Groups

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing the risk of transmission of Covid 19 between bubble group members and between members of different bubbles	<ul style="list-style-type: none"> • Children will be in a bubble group which is made up of key worker/ vulnerable children from parallel classes from Jan 2021 (double bubble) • Each double bubble to be limited to 15/16/17 children to allow for spacing between children/staff in shared classroom-based activities – children will be encouraged to maintain space from others in outside areas • Desks will face forward to minimise risk of transmission – pupils will be encouraged to not directly face each other- dinners from Jan 201 will be eaten in the bubble classroom to reduce sharing of learning spaces • Bubble groups will wherever possible remain isolated from the rest of school attendees for all activities and will not mix, although they may have breaks at the same time, they will be required to use different parts of the playground/grounds – contact between bubbles as children move in/out for breaks has been limited - social distancing will be maintained as they move in/out for break times → although the risk of transmission through transient passing of bubbles is very low, staff can wear face coverings in communally used areas if they wish, e.g. corridors, playground? <ul style="list-style-type: none"> ○ Whole school events such as assemblies will be via TEAMS ○ It will not be possible to eliminate all cross-bubble contact between children attending before/after school club – govt. guidelines suggests the key is to have a consistent approach on a day by day basis (contacts between class bubbles will be recorded for test/trace) – where possible forms of social distancing will be used and the use of shared resources will be regulated → frequent cleaning → staff will wear a face covering/ visor if they wish ○ Ch attending Cicely@Stafford will from Jan 2021 either attend Cicely or their school to avoid extra mixing • Staff working with children will wherever possible maintain social distance – if some closer contact intervention/assistance is necessary, consider standing behind the pupil or to one side and wearing a visor <ul style="list-style-type: none"> ○ Close proximity working with children should be for very short periods only and under no circumstances, even with social distancing, should it exceed 15 minutes. 	Low/medium	SCC - H,S+W Guidance Section 7 Action 5
Reducing risk of transmission by ensuring consistent staff involvement with bubbles	<ul style="list-style-type: none"> • Bubbles will have consistent staff contact through the week - social distancing between staff and pupils will wherever possible be maintained • Cover will be through double bubble staff other options will be risk assessed • Lunchtime supervisors will be allocated to specific bubbles (this will only be compromised if need arises) → social distancing between staff and pupils • SLT/Office/Learning Mentor will come in to contact with more children → Each class to have HT/SLT area for their class visits + wear visor/mask 	Low/Medium Medium	SCC - H,S+W Guidance Section 7 Action 5
Reducing risk of transmission by increased attention to sanitisation and hygiene within bubbles	<ul style="list-style-type: none"> • All pupils will be encouraged to continue following the 'Catch it, bin it, kill it' routine and regular handwashing (between each activity, break and lunch). • Regular hand-washing routine established – sanitisers in classrooms/areas • Children will be reminded and encouraged to not touch their face or mouth and cough into their elbows. • Signs will be in each area to remind all staff and pupils of guidance. 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 2/3

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission by avoiding shared use of equipment wherever possible → and/or routine cleaning after use	<ul style="list-style-type: none"> • Children have their own stationery kits/equipment on tables wherever possible • Sharing of equipment minimised or avoided if possible – where it can't be avoided do so - equipment to be wiped/sanitised before/after use or to follow 48h/72h quarantine rule. • Cleaning of computers after each class use + period of non-use 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 4
Ensuring the safe/effective supervision of children on the school site and in bubbles in the event of staff absence – Jan 2021 →	<ul style="list-style-type: none"> • Each double bubble has 3 staff members available for the am session per week – this allows bubble to supervised in year groups and for on-line learning to be delivered by teacher away from classroom or at home • If quota available in school drops below this, consider options to bring in bubble staff who are working from home or member of SLT to supplement • If it is not going to be possible to cover this, consider supply options • If, as a result of staff absence, cover is not possible and meaningful learning cannot be resumed within 2 days due to shortage of staff → school bubble to switch to home learning until the point where effective/appropriate learning can resume. 	L/M	

Specific Activities/Shared resources

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
<p>Reducing risk of transmission through closer contact between people in specific activities and through increased opportunity for inhalation of air born virus spores or touching of resources used by others</p>	<p>Music</p> <ul style="list-style-type: none"> • Singing/Instruments – see guidelines <ul style="list-style-type: none"> ○ Small groups for singing – back to back/non facing or 2m apart ○ Use outdoors if possible ○ Small groups/socially distanced for wind/blown instruments 	M/L	SCC - H, S+W Guidance Section 7 Action 5
	<p>Shared resources</p> <ul style="list-style-type: none"> • If resources are shared in bubbles/across bubbles (PE/ICT/Sc/DT) – they must be cleaned after/before use or left for 48 hours (72 hours for plastic) before being used by other children • Hands must be sanitised before/after use of shared resources • Catch it/bin it/kill it routine needs to be rigorously enforced • Computing suite door should be left open to allow for ventilation 	M	SCC - H,S+W Guidance Section 7 Action 2/3/4
	<p>PE/Sport</p> <ul style="list-style-type: none"> • Use outdoor areas as much as possible • If hall is used – ensure time between groups using the hall – ideally one group per afternoon session • Ensure any expelled substances are immediately cleaned using disinfectant wipes • Swimming – follow supplier routines → extra cleaning of facilities + social distancing between groups from different schools must be strictly adhered to <ul style="list-style-type: none"> ○ Transport – designated bubble + staff only on bus – staff to have masks – wipe down of key touch points before children access bus by coach driver etc. 	M/L	
	<p>Marking</p> <ul style="list-style-type: none"> • Staff to sanitise hands before/after marking work from own bubble • Disposable gloves available if desired • Books to be marked in school wherever possible • Staff to avoid touching face during marking 	M/L	

Interventions and classroom monitoring

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission through closer contact working	<p>Specialist 1 to 1 interventions – room away from class – record kept</p> <ul style="list-style-type: none"> • Ensure social distance can be maintained between child and staff member (staff member can wear a face visor/mask) → records of contacts kept and maintained for 21 days • Surfaces/equipment used to be cleaned before/after use <p>Specialist group interventions – away from class bubble – record kept</p> <ul style="list-style-type: none"> • Group of children should all be from one bubble – children should be forward facing • Staff should maintain social distancing or follow guidelines for closer proximity working on page 2. → wear face covering/visor • Room should be surface-cleaned after use + any equipment used <p>Class bubble based interventions</p> <ul style="list-style-type: none"> • Children to be grouped in class to allow ease of support whilst maintaining social distancing with staff member • Time of intervention to be restricted – under no circumstances should staff be in closer proximity of children for more than 15 minutes (even where social distancing is possible) – wear visor/mask 	<p>L/M</p> <p>L</p>	<p>SCC - H, S+W Guidance Section 7 Action 5 SCC - H,S+W Guidance Section 7 Action 4</p>
Reducing risk of transmission as staff member visits/monitors provision in different classes	<ul style="list-style-type: none"> • Monitoring to be scheduled • Bubble area available for visitor to be in to be able to observe – close to door • Individual scrutiny of pupil’s responses in class to be limited – focus more on engaging children in discussion which doesn’t need close proximity working with the child • Group pupil discussion can be used – follow intervention procedure • Sampling of books – ensure gloves are worn – hands sanitised before/after - staff member to avoid touching face etc. 	Low/Medium	<p>SCC - H, S+W Guidance Section 7 Action 5 SCC - H,S+W Guidance Section 7 Action 4</p>
Reducing risk of transmission from visiting staff and easing test and trace	<ul style="list-style-type: none"> • Communication - No one to attend school with Covid symptoms • All visitors to sign and give contact details for test/trace • Hand sanitisation on entry/exit • Contacts in school limited and known – where necessary clean surfaces down after use in room 	Low/Medium	<p>SCC - H, S+W Guidance Section 7 Action 1,2,3,5</p>

Entrance and Exit to school

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
<p>Reducing risk of transmission by encouraging parents/children to socially distance as they enter/exit school</p>	<ul style="list-style-type: none"> • Markers have been placed on the floor at 2m intervals at the entrances to school – these can be used to guide social distancing while waiting • Staff will welcome pupils at the doors and direct them to the class base for their bubble. Staff will wear visors and parents will wear masks from 1st Nov 2020 if coming on to school site • Parents will not enter the school building apart from Reception area (wiped after + sanitiser available) → we are a large site with plenty of waiting spaces and doors (footpaths on Young Avenue are narrow and can become congested = decision to allow parents in to grounds) • Staggered starts/exits to reduce numbers on the school site at any one time – parents advised one adult per family group on site at a time (Suspended in Jan 2021 due to wider closing of schools and smaller numbers attending) • Children enter school and are dismissed in an orderly manner and socially distanced 	<p>Low</p>	<p>SCC - H,S+W Guidance Section 7 Action 5</p>
<p>Reducing potential for contact/transmission between bubbles by implementing staggered start and end times → reducing contact between bubble groups/parents by reducing footfall on the school site.</p>	<ul style="list-style-type: none"> • Children enter/exit via designated doors to spread process around school site and to maximise substantial waiting areas we have • Entry/exit plan <ul style="list-style-type: none"> ○ 8.45am – All groups from Jan 2021 • Exit times <ul style="list-style-type: none"> ○ 3pm – All groups from Jan 2021. <ul style="list-style-type: none"> ▪ Car park gate to be closed if necessary to provide additional, safe exit space for parents via drive at busiest area of school site → SLT member to supervise wherever possible • If a parent is late they will need to contact the office for their child → specified area for ch who are late being collected = bottom hall with areas of hall designated – HT/office to supervise • Any concerns must be raised via e-mail or telephone message to the office to avoid congestion/reduce risk of transmission at door 	<p>Low</p>	<p>SCC - H,S+W Guidance Section 7 Action 5</p>

Traffic Congestion

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing safety risks caused by increased use of cars for transport in the immediate vicinity of the school on Young Avenue	<ul style="list-style-type: none"> • Communication: <ul style="list-style-type: none"> ○ Parents – letter from SCC advising parents to think about needs to use cars safely – reminders from school ○ Pupils – reminders about road safety procedures for crossing roads ○ Crossing Patrol – advised of staggered start/end times ○ School – identify areas/roads that permit park and stride to Young Avenue – communicate ideas to parents 	Low/medium	SCC - H,S+W Guidance Section 7 Action 5

Break times/use of outdoors

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission by having staggered break times → maintenance of social distancing between class bubbles	<ul style="list-style-type: none"> • Bubble groups will be allocated particular play areas and kept segregated from other groups – pupils encouraged to maintain space with other children from Jan 2021 • Children to check whether other children are in toilets before they go in – waiting places marked in corridor 	Low	SCC - H,S+W Guidance Section 7 Action 5
Use of outdoor spaces/halls for activities – maintaining social distancing to reduce contact and risk of transmission	<ul style="list-style-type: none"> • Groups may use the outdoor space as long as no other group is in close proximity – we are a large site. • Cones or markers could be used to segregate spaces if needed – playgrounds will be visibly divided (pupils must wash hands after using outdoor space and equipment) 	Low	SCC - H,S+W Guidance Section 7 Action 5/4

Lunchtimes

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission by avoiding intermixing of groups/staff at lunchtime	<ul style="list-style-type: none"> All lunches will be eaten in the classrooms from Jan 2021 to avoid extra opportunities for inhalation of virus when different groups use the hall consecutively for lunch All Bubble groups will have an allocated lunchtime worker and area of playground to use Pupils will continue hygiene routines to ensure all germ spread is limited. Class Staff will have 60 minute break – max 6 per staffroom and 4/5 per meeting room to maintain social distancing 	<p>Low</p> <p>Low</p> <p>Low</p>	<p>SCC - H, S+W Guidance Section 7 Action 5 SCC - H,S+W Guidance Section 7 Action 2</p>
	<ul style="list-style-type: none"> Lunch will be eaten in classrooms <ul style="list-style-type: none"> School lunches will be delivered to the children by their bubble supervisor Pupils will sanitise hands before/after lunch Tables/chairs cleaned by staff after lunch and before children go out 	<p>Low</p> <p>Low/medium</p>	<p>SCC - H,S+W Guidance Section 7 Action 2/3/4</p>
	<ul style="list-style-type: none"> Each team bubble will have an allocated area to play in away from other team bubbles Children requiring toilets – see procedure below 	<p>Low</p> <p>Low/medium</p>	<p>SCC - H,S+W Guidance Section 7 Action 5</p>
Reducing risk of transmission by implementing lunchtime cleaning routine	<ul style="list-style-type: none"> All bubble groups will have their own cleaning kit and staff must use this to wipe down shared surfaces/door handles regularly including lunchtimes. Deeper clean of toilets at lunchtime – Chartwells/ TMPS staff 	<p>Low</p>	<p>SCC - H,S+W Guidance Section 7 Action 4</p>

Medical

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission through close contact when dealing with medical matters	<ul style="list-style-type: none"> • Avoid close contact if possible • There will be basic PPE provided for each bubble group with a first aid kit. This will include gloves, face masks and aprons. <ul style="list-style-type: none"> ○ Eye shields should be used if there is danger of splashing • Full PPE is available for close contact care if Covid 19 symptoms suspected and Ch. cannot be supervised from 2m distance (contact is unavoidable). <ul style="list-style-type: none"> ○ Isolation area must be immediately fully cleaned after use (household disinfectant ok) 	<p>Low/Medium</p> <p>Medium</p>	<p>SCC - H,S+W Guidance Section 7 Action 6</p>
Reducing risk of transmission if a child shows symptoms of Covid 19	<p>If a child/staff member in bubble shows symptoms:</p> <ul style="list-style-type: none"> • The child must be isolated immediately and parents informed – staff member to go home – isolation area must allow child to be at least 2m from other people • Parents/staff will be informed to follow the guidance on testing and isolation before returning to school. <ul style="list-style-type: none"> ○ Negative test – child/staff member returns if they are well enough ○ Positive – child/staff member to follow guidelines/procedures – self isolate for 10 days <ul style="list-style-type: none"> ▪ Positive – other ch./staff in the bubble/connected with the bubble to self-isolate for 10 days – bubble space closed for additional deep clean • Positive cases – inform NHE/H+S → school probably to close for deep cleaning 	<p>Medium</p>	<p>SCC - H,S+W Guidance Section 7 Action 1</p>
Reducing risk of transmission when a positive case is reported in school – ensuring community members are kept informed and there is clear communication	<ul style="list-style-type: none"> • All parents and staff will be informed and of procedures/symptoms to be aware of. • Parents reminded to let school know if there are any symptoms and/or incidence of positive test in household 	<p>Medium</p> <p>Medium</p>	<p>SCC - H,S+W Guidance Section 7 Action 1</p>

Staff/Pupils with pre-existing medical conditions

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk for staff/pupils who may be more vulnerable to catching Covid19 due to pre-existing medical conditions	<ul style="list-style-type: none"> • All staff with pre-existing medical conditions to be risk assessed re. ability to work in school and/or with pupils/other staff members <ul style="list-style-type: none"> ○ Follow guidelines from DfE and SCC H+S+W service <ul style="list-style-type: none"> ▪ Strict social distancing must be able to be maintained ▪ Options for alternative start/finish times ▪ Variable routes around school or timings around school to minimise contact possibilities ▪ Change group structure for work with children if possible – 1 to 1, stand behind or to side or sit 2m apart ○ Consider options for work from home or alternative work in school if strict social distancing cannot be maintained 	Medium/High	SCC - H,S+W Guidance Section 7 Action 1, 2, 3, 5

Partial/Full Closure - Contingency

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Losing education for pupils through a sudden closure situation and/or pupils needing to be away from school	<ul style="list-style-type: none"> • Work to be supplied for individual pupils needing to isolate as well as on mass for a whole bubble/school closure: <ul style="list-style-type: none"> ○ Platform based learning ○ Do-jo projects ○ Paper based – purchase of resources like CGP for GPS for those without internet access – provision of paper-based resources for reading/mathematics etc. ○ Assess which children will need laptop loan etc. to increase access 		DfE expectation that this is in place by end of September

Toileting of children

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Toileting in EYFS – reducing risk of transmission through social contact/surface touching in toilets	<ul style="list-style-type: none"> Where possible children using the toilets will be limited. Reminders to ch re. handwashing/use of sanitiser 	Medium	SCC - H,S+W Guidance Section 7 Action 3/4/5
Toileting in KS1 – reducing risk of transmission through social contact/surface touching in toilets	<ul style="list-style-type: none"> Where possible children using the toilets will be limited. Children reminded to check whether other children already in toilets before entering and to use common sense Waiting marks outside to guide children where to wait – SLT occasional walk-round check to monitor Reminders re. hand washing after use 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 3/4/5
Toileting in KS2 – reducing risk of transmission through social contact/surface touching in toilets	<ul style="list-style-type: none"> Where possible children using the toilets will be limited. Children to check if any other child in the toilet before they go in Waiting marks outside to guide children where to wait Reminders re. hand washing 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 3/4/5
Cleaning of toilets – reducing risk of transmission by additional cleaning procedures being implemented	<ul style="list-style-type: none"> Bathroom touch surfaces will be wiped down mid-morning ?? The member of staff completing this must wear basic PPE (gloves/mask/apron) to protect themselves. Thorough toilet clean each lunchtime and at the end of each day 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 4
Toileting accidents – reducing risk of transmission through close contact	<ul style="list-style-type: none"> Accidents with younger children do happen particularly when they are in a period of change and uncertainty. Where possible children should be encouraged to clean and change themselves following pre-COVID 19 guidance. Yellow bags must be used to put soiled clothes in to send home <ul style="list-style-type: none"> Areas with body fluids/substances to cleaned immediately Basic PPE available + (masks/gloves/aprons) - Staff must follow the close contact guidance and PPE advice above. 	Medium	SCC - H,S+W Guidance Section 7 Action 4/6

Staff toilets

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Staff toilets – reducing risk of transmission	<ul style="list-style-type: none"> Disinfectant sprays/wipes will be available to clean down the area prior to/after use. No more than 1 member of staff in the toilets at one time to ensure social distancing can be met. Visitors advised of procedures to follow 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 2/3/4/5
Cleaning – reducing risk of transmission in staff toilets	<ul style="list-style-type: none"> Toilet areas for adults will be deep cleaned each day by the contract cleaners and staff will have access to cleaning materials to complete wipe downs in entry and exit to toilet areas. Soap and hand sanitizer will be available in all toilet areas. 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 2/3/4/5

Additional cleaning /care

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Reducing risk of transmission through thorough end-of day cleaning	<ul style="list-style-type: none"> Lunch staff to clean all classrooms/halls/corridors 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 4
Toilets – reducing risk of transmission through additional cleaning	<ul style="list-style-type: none"> Toilets will be touch point wiped on a regular basis and recorded. <ul style="list-style-type: none"> Additional cleaning commissioned Limited access for pupils and adults 	Low/Medium Low	SCC - H,S+W Guidance Section 7 Action 4
Eating areas – reducing risk of transmission through additional cleaning and maintenance of social distancing	<ul style="list-style-type: none"> Eating areas will be cleaned before and after use to reduce the risk of spread Hand sanitiser used on way in/out of hall Children and adults will maintain distancing where possible. 	Low Low Low	SCC - H,S+W Guidance Section 7 Action 4
Equipment – reducing risk of transmission through additional cleaning + use of shared equipment	<ul style="list-style-type: none"> Pupils will have their own designated stationery tool kit <ul style="list-style-type: none"> Equipment will be selected to ensure that it can be easily cleaned each day with sterilizer to kill all germs = particular focus for EYFS Equipment will not be shared between individual children or bubble groups. 	Low Low	SCC - H,S+W Guidance Section 7 Action 4/5
Handwashing – reducing risk of transmission through rigorous handwashing regime for pupils	<ul style="list-style-type: none"> Pupils will adhere to regular handwashing routines and use of hand sanitizer 	Low/Medium	SCC - H,S+W Guidance Section 7 Action 2/3

Staffroom /staff wellbeing

Safety/well-being objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Taking a break – ensuring staff have time away from key duties whilst allowing for social distancing	<ul style="list-style-type: none"> Staff may use the staffroom to make drinks and prepare food or have a quiet time out. There must be no more than 6 members of staff in the staffroom or 4/5 in the meeting room area at one time to ensure social distancing is followed --? Chairs have been arranged to ensure social distancing 	Low	SCC - H,S+W Guidance Section 3
Having lunch – ensuring staff have time away from key duties whilst allowing for socially distancing	<ul style="list-style-type: none"> Staff must take a break at lunchtime when the lunch supervisor takes over. <ul style="list-style-type: none"> If a TA is the lunch supervisor, they must ensure they take a break before or after. Lunch supervisor escorts from classroom bubble Staff room areas and surfaces must be kept clean and tidy to reduce the spread of germs. Staff responsible for cleaning mugs/plates and putting away 	Low	SCC - H,S+W Guidance Section 3
Cleaning and PPE – reducing risk of transmission through additional cleaning and availability of PPE	<ul style="list-style-type: none"> All bubble groups will have a cleaning kit to ensure maximum protection and hygiene. Staff must use this regularly to ensure limitation of germs. Staff can wear PPE if they choose to (be mindful with younger children in particular of the effect this may have) Cleaning routines from our contractors will be stepped up to ensure overnight germs are reduced. 	Low Medium	SCC - H,S+W Guidance Section 7 Action 4/6
Time for preparation – support for staff as they integrate in to new ‘normal’ → support for staff well-being	<ul style="list-style-type: none"> Training days – July and September (+ additional closure day in Jan 2021) to allow for on-site preparation Jan 2021 – directed contact reduced by 30min ad day to support on-going preparation of blended learning – teachers to designate time for PPA when working from home – no-teaching staff to take time in school + only needing to be in school for 1/2 afternoons per week 	Low/medium	SCC - H,S+W Guidance Section 3
Support for staff – promoting/catering for well-being of staff	<ul style="list-style-type: none"> Staff encouraged to express worries anxieties – talk to each other Seek comments from staff re. arrangements/plans Regular reviews/briefings via TEAMS to keep staff informed Staff reminded of well-being support available – MindKind on SLN 	Medium/Low	SCC - H,S+W Guidance Section 3

Support for Pupils – September 2020→

Safety/Well-being Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Supporting children’s reintegration in to school → catering for children who have had range of experiences with possibility of trauma through closure and circumstances relating to Covid19	<ul style="list-style-type: none"> • Praise, Praise, Praise → positive reinforcement at every opportunity • Allowing children to set agenda for things to be covered through PSHE element and for things to be covered that they feel they need to work on further. <ul style="list-style-type: none"> ○ Ensuring opportunities to verbalise/express feelings and ideas re. Covid19 ○ Diaries/Posters – thought/feelings • Activities to focus on re-developing sociability elements of schooling and helping them re-establish relationships • Focus on verbal communication and expected social conventions when working together • Independent tasks → small chunks – focus on ‘small but good’ • Additional support through use of Learning Mentor/SLT – social distancing principles and basic PPE if required – outside areas to be utilised – must be visible!!!!!! • All staff to be aware of any medical/care needs • All staff to complete well-being for return training 	Low/medium	SCC - H,S+W Guidance Section 3
Supporting reintegration through clear, consistent expectations on behaviour – reducing risk of social distancing being ‘flouted’ and others being put at health risk	<ul style="list-style-type: none"> • Staff to be patient and encouraging – Positive reinforcement to the fore • Behaviour policy revised to cater for revised situation → staged approach to dealing with incidents of rules not being kept <ul style="list-style-type: none"> ○ Physical support will not be used unless a dire emergency arises that is a more immediate/profound risk than lack of social distancing ○ Risk assessments completed for children on SEND register • Communicate expectations to pupils/parents 	Low/medium	SCC - H,S+W Guidance Section 7 Action 5

Safeguarding

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Ensuring the safety and well-being of all pupils in COVID 19 lockdown	<ul style="list-style-type: none"> The amended safeguarding procedures will remain in place to ensure pupils who are not able to attend are still contacted regularly - Staff must continue to regularly update the DSL/DDSL on contact/concerns. In school safeguarding will also run alongside this to ensure all cases are reported. Maintain regular contacts with ch – contact parents of any children who are not accessing or are causing concerns → records kept <ul style="list-style-type: none"> Consider in-school places for ch. struggling to engage 	Low	SCC - H,S+W Guidance Section 3
In school procedure and policy	<ul style="list-style-type: none"> The school will use the SCCB Safeguarding policy whilst school is open – if there is a need to close the addendum for closure will be utilised Staff will use EdAware again for children and report concerns using the safeguarding policy and procedures as before March 20th. DSL/DDSL to be informed immediately of concerns. 	Low	SCC - H,S+W Guidance Section 3
Reporting concerns	<ul style="list-style-type: none"> Follow the school and local safeguarding board policy. 	Low	
Support for staff when supporting a pupil and when dealing with an individual pupil's disclosures – mitigating upset caused by false allegations	<ul style="list-style-type: none"> Children to be taught in groups – individuals supported through group focus approach wherever possible <ul style="list-style-type: none"> SLT to undertake periodic tours of school during lessons to offer support if needed Avoid any isolated work with an individual pupil – ensure you and child can be seen 	Low	SCC - H, S+W Guidance Section 7 Action 5 SCC - H,S+W Guidance Section 3

Updates

Safety Objective	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Review schedule	This risk assessment will be reviewed as required and initially on a bi-weekly basis and updated. Governors will be consulted on the document and it will be shared with all stakeholders.	Low	
Government guidance	The government and local authority guidance will support this document. Updated guidance will feed into regular reviews.	Low	
Staff briefings	Staff will continue to have weekly briefings via 'Teams' to share any concerns and updates to this guidance. Staff must report any concerns that they have immediately if they feel any member of the community is at increased risk of harm.	Low Low	

The following government guidance will be used to support decision making, procedures and protocols in school

Hygiene and protective measures in Educational settings

<https://www.gov.uk/government/publications/coronavirus-covid-19>

Showing signs and symptoms NHS advice

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

Guidance on reopening schools from the DfE

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