

School Risk Assessment & Mitigation Plan – Returning Year R, 1 & 6 Pupils following COVID-19 Pandemic – June 2020

Background:

School open : 4 days / week

PPA Time : 1 days / week

Year Group	Number of Pupils	Expected number of returning pupils	Remarks – SEND needs etc
R	18	15	1 – not sure if returning
1	19	15	2– not sure if returning
6	18	15	None
Others from Key working families	>69	15	Possible Some need self-isolation

	Issue/Risk/Concern	Risk Score (1 least to 5 worst) Consider impact & frequency	Mitigation	Government guidance compliant? Risk Improved? Risk Score?	Remarks/Actions
1	Pupil attendance from ‘other’ Year Groups (i.e. Years 2, 3, 4, & 5) could overwhelm school’s capacity	4	<ul style="list-style-type: none"> Only 15 people will be allowed in any one space Pupils from ‘other’ Year groups will not be allowed in school unless requested by parents who are key workers Any additional pupils will only be accepted in school by approval of the HT or AHT Overflow capacity is available (purple and green classrooms) 	Y Y- 4	Needs to be communicated to parents
2	Maintaining SD from parents during ‘drop-off’ time	4	<ul style="list-style-type: none"> Only one parent will be allowed to ‘drop off’ at any one time 	Y Y - 3	<ul style="list-style-type: none"> Needs to be communicated to parents

			<ul style="list-style-type: none"> Parents will only be allowed on the school field for drop off using marked out lanes and drop off areas Ensure that there is minimal engagement of parents and staff Request parents to sign a 'COVID-19 Code of Conduct' for those attending 		<ul style="list-style-type: none"> Request that parents only bring with them siblings if essential Conduct staff reviews and feedback to parents <p>Q : How do we deal with parents who do not follow SD rules? A : Difficult to enforce but clear guidance and expectations are to be set – Be firm! Re-affirm need for safety of staff and pupils and that the school may have to close it's doors if people cannot comply (zero tolerance).</p> <p>Issue a 'Code of Conduct' for parents to sign up to.</p> <p>Communications should come from the FGB not just from the school</p>
3	Maintaining social distancing (SD) for pupils during class-time	4	<p>Pupil/Staff 'Bubbles'</p> <ul style="list-style-type: none"> Defined areas for classwork 2m apart from other pupils and staff Only use specified toilets (label the doors) Consider one-way systems (if needed) 	Y Y - 3	<ul style="list-style-type: none"> Staff briefing Brief the pupils and remind them regularly Brief all, where there are areas where SD is not possible (corridors etc.) Brief that it is not possible to maintain SD for the KS1 pupils
4	Maintaining SD for staff	4	<ul style="list-style-type: none"> One person in the staff room at any time Some staff will be working from home (those that are self-isolating) 	?	<ul style="list-style-type: none"> Masks are not to be worn unless contact is required due to an accident or dealing with any SEND needs

					<ul style="list-style-type: none"> Brief on the use of mask, quoting as per government guidance
5	Maintaining SD for contractors	4	<ul style="list-style-type: none"> Contractors will be made aware of the requirement to comply with the 'COVID-19 Code of Conduct' Minimise of use contractors (only emergency situations). Groundsmen will continue to work outside with minimal risk 	Y Y-1	Provide CofC to contractors as part of the safeguarding that they sign up to
6	Dealing with accidents – Pupils and staff	5	<ul style="list-style-type: none"> Staff providing first-aid should use PPE available More PPE on order If a child shows COVID-19 symptoms then PPE will be worn and staff will remain near to the pupil, until they can be removed from the premises 	Y Y-4	<ul style="list-style-type: none"> Staff briefing required Seek out more PPE from other sources
7	Dealing with COVID-19 Symptoms – Pupils and staff	5	<ul style="list-style-type: none"> More PPE on order If a child shows COVID-19 symptoms then PPE will be worn and staff will remain near to the pupil, until they can be removed from the premises Use the Accessible Toilet (First-Aid Room) to quarantine the pupil If a member of staff shows any symptoms, then they will be instructed to go home 	Y Y-4	<ul style="list-style-type: none"> Staff briefing required Seek out more PPE from other sources
8	Dealing with SEND needs	5	<ul style="list-style-type: none"> Staff providing support through contact with pupils should use PPE Risk Assessments have been completed for each individual SEND pupil Any pupil that presents to high a risk for the school to bear will be advised to stay at home and revert to home-schooling 	Y Y-4	<ul style="list-style-type: none"> Staff briefing required SEND Parents to be informed

9	Maintaining social distancing (SD) for pupils during lunchtime	4	<p>Pupil 'Bubbles'</p> <ul style="list-style-type: none"> • Defined areas to eat lunch • Defined areas to play/break • Programme separate times for breaks • Packed lunches can be brought in from home • FSM will be available for KS1 • HCS will provide food in bags that can be eaten anywhere <p>Breakfast Club & After School Club</p> <ul style="list-style-type: none"> • Cancelled until further notice 	Y Y-3	<p>Q: How does this change for 'wet' days? A: Remain in the 'learning bubbles'</p>
10	Maintaining social distancing (SD) for pupils during breaktime	4	<p>Pupil 'Bubbles'</p> <ul style="list-style-type: none"> • Defined areas to play/break • Staggered break times 	Y Y - 2	<p>Q: How does this change for 'wet' days? A: Remain in the 'learning bubbles' during 'wet play'</p>
11	Maintaining SD from parents during 'collection' time	4	<ul style="list-style-type: none"> • Only one parent will be allowed to collect at any one time • Parents will only be allowed on the school field for collection. • Teachers will 'release' pupils one at a time to their parent 	Y Y - 3	<ul style="list-style-type: none"> • Process needs to be communicated to parents • Staff briefing • Process will be in accordance either 'Code of Conduct'
12	General hygiene factors	4	<ul style="list-style-type: none"> • Reminder to regularly wash hands whenever they leave their 'learning bubble' and before and after eating, visiting the toilet etc. • Use hand-gel, where appropriate • Contractors are cleaning more thoroughly including chairs, tables and stationery, laptops etc. • Staff additionally cleaning, where required and in the morning before school starts • All pupils will have their own allocated stationery / pencil cases etc. 	Y Y - 2	To be included in 'Code of Conduct'

13	Office Enquiries	4	<ul style="list-style-type: none">• All enquiries should be made via email or phone• Any ad-hoc requests at the door can be addressed using the intercom• Any correspondence can be exchanged using the post box outside school	Y Y - 1	
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