



St. Lucia's St. Lucia's C.E. Primary School and Nursery St. Lucia's Upton Magna St. Lucia's Upton Magna St. Lucia's Upton Magna St. Lucia's Upton Magna St. Lucia's St. Lucia's Upton Magna St. Lucia's Upton Magna

Risk Assessment/Action Plan for the Wider Re-opening of Schools from early June 2020 Last updated – 5th June 2020 (Review 12th June 2020)

This risk assessment/action plan has been developed in line with the DfE guidance, scientific guidance and Local Authority advice.

Contents

Reference has been made to the specific guidance from Department for Education

Issued on 12th May 2020

https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

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

Issued on 14th May 2020

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june

National Guidance

https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june

Appendix 1 - Management of Covid19 symptoms (advice from Public Health England)

Risk Assessment/Action Plan

Identified risk, Hazards and Actions linked to the DfE guidance	Key Actions	Who?
Preparing the site		
H&S check of building	No further actions needed as school has been open since 23/3/20. Recent plumbing work has also been completed. Continue to follow Health and Safety and LA guidance	SW and Shires Cleaning Team
Cleaning and hygiene Cleaning and hygiene	Daily cleaning each day - All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day. (After break times, lunchtimes, at end of the day, or any other time when children touch their mouth with their fingers). Antibacterial spray and wipes have been made available for each group. Mid-day clean of touch points e.g. door handles. Hand Sanitiser station in foyer and in class bases (for adult use and for any children before using the toilets). Children wash hands at the basins within their identified toilet areas - Year 6 -main toilets and in the library sink (if needed) - Year 1-Class 2 demountable - Reception-Class 1 toilets - Key workers-Nursery toilets Each classroom to be provided with lidded bins and tissues.	Shires Cleaning Team. SW, Adults within the identified bubbles. PPE will be made available. Staff to follow the guidance/training when wearing PPE. Lunchtime supervisors will help supervise each bubble at social distancing and assist with cleaning.
Movement around the school	Main corridor from entrance area is too narrow to operate the suggested 'one way system.' Double doors will remain open all day to ensure increased visibility in corridors. Year 6 pupils to follow social distancing using the marked floor tape. Year 6 adults to monitor children where possible walking to/from the main toilets from the classroom. A one way system will be in place for break times.	SW, Teachers and Teaching Assistants

	The separate entrances/exits will reduce corridor traffic. Group times to be staggered for: - Arrival to school - Breaktime - Lunchtime - Home time	
	Only 2 adults will be able to use the staff room at any one time. These adults will be from the same hub to limit contact as much as possible.	
	Children to remain within their cohort or Key Worker group.	
	To begin, the current arrangements will be (subject to capacity and regular reviews):	
	 Reception in Class 1 (Mrs Smith and Mrs Cresswell) Mrs Law for lunchtime (Week 1 and 2 = 4 children) Year 1 in Class 2 (Mrs Collins and Mrs Price) Mrs Sims for lunchtime (Week 1=5, Week 2=6 children) Year 6 in Class 4 (Mrs Carroll and Mrs Broome) Mrs Wood for lunchtime (Week 1 and 2= 9 children) Key workers- in Nursery (Miss Reacord and Mrs Nelson) (Week 1=1 child) 	
Site examination - Classroom bases	There are 5 classroom bases in the whole school, 4 class teachers and a limited numbers of TAs.	SW and Teachers
	Based on the physical space, each classroom can accommodate a maximum of 10 children each when desks/spaces are arranged at a 2 metre distance.	
	The maximum number of children the school would be able to be accommodated at any given time would be 40 (including the capacity for Key Workers.)	

	10 children in each group. (R, Y1, Y6 and Key Workers). If the demand for more than 10 Key Workers becomes necessary, arrangements would need to be reviewed further in line with the risk assessment/amended provision offered to the families who are entitled to this provision. Resources that are not easily washable or wipe-able will be removed from the classrooms. (The hall will be used for storage where required.) Posters (from Annex C in the DfE Guidance) should be displayed in every classroom.	
Staff availability		
Stall availability		
Staff availability - 'Clinically extremely vulnerable' & 'Clinically vulnerable' members of staff.	Audit staff to ascertain who is available to work in school from early June.	SW
Staff ratios & roles	Identified staff to work with each cohort. Audit to show staff available. (Risk assessment review following week 1 and 2 - including the support from lunchtime staff.)	SW with support from all Teachers
	Headteacher to be available at all times.	
	A qualified First Aider with Paediatric training will be available in line with EYFS requirements (Reception).	Teaching Assistants
	The majority of staff are First Aid trained. Each cohort group will have at least one First Aider available at all times, all groups currently have two. First Aiders need to be aware of the new protocols with regards to COVID-19.	HS, AC, LC, SP, SC, SB, JR, LN, SW
	School will speak to a parent of a child in the event of an accident/incident. A temporary accident/incident log will be made by each class. Any further necessary reporting will be made by the head teacher in line with the school policies and addendums.	SW, (HS) (JR)
	policies and addendants.	

	All Designated Safeguarding Leads or Deputy Leads will be available.	
	Keep staffing arrangements / timetables as consistent as possible.	
Determining safe group size		
Obstacles - Limited bases - Limited staff - Narrow corridor (125cm wide) - No 'one way' system possible all the time to access main toilets - Limited access to toilets - Unable to prevent cohorts mixing	Children cannot be expected to socially distance 2m apart. The school is implementing the DfE's 'hierarchy of measures' to implement protective measures. Control measures are below. Avoiding contact with anyone with symptoms - Guidance will be provided to parents in relation to this. - School office hatch will remain closed at all times. - No visitor in the office at all unless with prior appointment. Only one parent/caller in the entrance area at a time. - Appropriate signage around site	SW, Teachers and Teaching Assistant and Lunchtime staff.
	Frequent handwashing and good respiratory practices Children to wash hands with clean hot water on arrival, before/after play, before lunch, before home time. Hand santiser can be used before children use the toilets. Children to be taught about the need for good respiratory practice and of social distancing. Use of paper towels instead of hand dryers in all toilets Regular Cleaning of Setting Setting to be subject to daily clean. Contact points to be cleaned at lunchtimes Minimising contact and mixing Children and attached adults to stay within cohort groups all day.	

	T	,
	Based on an assessment of risk and available space, classes can accommodate no more than 10 children. When desks are arranged at a 2 metre distance. Children will be organised into their identified year groups, or the Key Worker group with a maximum of 10 children who will not mix with any other group.	
Creating and staffing your temporary tea	ching groups	
Limited available staff, access, restricted site and need to create a ratio of 2:15 for maximum numbers. Left unrestricted, school may not have the capacity to fit all YR, Y1, Y6 and Key Worker children into separate spaces with the appropriate staffing.	The following principles will guide the formulation of temporary teaching groups. Survey of all parents has been completed to determine need. All returns have been received and arrangements made accordingly. Some parents have indicated that their children will remain at home until September. Key worker parents' children can continue to use the provision as and when required (since 23/3/20). Groups have been allocated within the maximum numbers for wider re-opening. Siblings will remain within their identified cohort. In the event of Covid-19 symptoms within any group, the whole group will follow the isolation guidelines in line with DfE advice. Arrangements and provision are based on numbers taken from the parent intentions survey. We may be unable to operate this provision if parents, who have indicated that they are keeping their child at home for the foreseeable, change their mind and wish to send in their child. Registers to take attendance in order to report to the DfE through their portal.	SW, Teachers JB/HD, Teachers and JB

e been introduced to stagger cohort group times m – 9.00am, Year 1 9.00-9.15am, Reception 9.15- n the timetable).	SW, Governors, Teachers and Teaching Assistants
e one-way system around the school site. This he path from the school gate, forwards along the o the Class 2 outdoor area, passed the large the ramp passed the bins, following the marked	
the sectioned side of the car park to exit the school site plan for a visual summary.) The spray painted on the paths to enable parents to be spray painted on the paths to enable parents to be spray painted on the paths to enable parents to be spray painted on the paths to enable parents to be spray parents. The child off at the previously arranged allocated by can be used by parents for immediate drop off a congestion. The congestion of the closed to parents. The school site will be closed to parents. The school path safely using the one way system at safe arrival, parents are to leave via the marked and congregate on the path or outside of school. The school will need to go home with with them.	Parents and children
ving a high temperature will be asked to return e encouraged to drive their children to school if	The teacher or teaching assistant from the identified group.
^	with them. Thecked at distance on arrival while the parent is wing a high temperature will be asked to return e encouraged to drive their children to school if I bus. (No returning children will be using school

The school office glass panel will remain closed at all times.

Any important/urgent school deliveries will be made to the office area on prior arrangement wherever possible.

Only contractors carrying out urgent work will be able to visit the school site. They must make prior arrangement out of the school day hours and complete a COVID-19 questionnaire in advance/on immediate arrival.

Visiting the School Office continued

Visitors to the school will be strictly limited and only by appointment if absolutely necessary. Meetings will be held in other forms not in person to begin during the school day.

Where visitors are in the foyer, only one person can be present due to the limited space.

The school will suspend the use of visitor badges. Signing in will be recorded by the school office manager/headteacher, not in the usual logs.

Signage

Signs will guide parents to the drop-off and pick-up points. They will also remind parents and children to socially distance to 2 metres.

Breaktimes and Playtimes

The identified staff who are familiar to the children will supervise their own groups.

Playtimes will be staggered. Each group will have playtime with their own group during agreed times between 10.00 - 11.00am.

Any snacks need to be brought in a disposable bag.

Water bottles will be used as the water fountains will remain out of use.

Lunchtimes

Lunch will be ready for collection at an agreed time for each cohort group. Meals will be provided by Shire catering. The cook will make the meals and put these on a table ready for collection. The lunch time supervisor assigned to each group will take the meals to the classroom. They will also return any trays when the food has been eaten by the group.

The hall will not be used for lunch. Lunches will be eaten outside as much as possible in designated cohort group areas, or in the classrooms if the weather is wet. Shelters will also be provided for each group to support outdoor

Parents and children

Adults within the identified year groups.

BA to prepare lunches

Adults within the identified groups and Shires cleaning.

learning.

Separate areas of the playground and field can be coned off (if required) to provide further separate play space.

Adults within the identified year groups.

Adults within the

identified groups.

No playtime toys will be shared.

A small selection of playtime equipment will be made available for sole use to each group. Any equipment used will be cleaned at the end of each day.

Parents

End of Day

Staggered collection times which have been agreed for each group between 2.30-3.15pm from the identified locations.

Shires

Keep within the 15 minute allocated window.

Parents to maintain social distancing and collect their child within the agreed time window. Parents to leave the school site safely using the one way system as soon as your child joins you and not congregate on the path, or outside of school.

Adults within the identified groups, SW, JB, Lunchtime staff.

Childcare

Due to the difficulty in preventing the groups mixing and limited staffing capacity, we will be unable to operate childcare provision (Sunrise and Sunset clubs).

Adults within the identified groups.

Social distancing for adults

Staff will not mix wherever possible, but keep within their own cohort group. They will stay within their teaching groups for supervised breaks etc. As a result, there is a need to ensure each group is staffed by two members of staff. Lunchtime staff will also support one identified group each to provide breaks, supervision with hand washing and play and to assist with cleaning.

Adults within the identified groups.

Control of toys and soft furnishings

Resources will be kept limited within each group so that they can be cleaned at the end of each day. Soft furnishings will be removed from the classrooms.

Parents

School events (assemblies, etc.)

There will not be any 'whole school or wider group' gatherings. No Open the Book assemblies or clergy assemblies until further notice. Sports' Day, Leavers' Day, and similar events are cancelled. Adults within the identified groups

Assemblies will be held in the class within their group when possible.

Uniform

School Uniform should be worn (this can be summer or winter uniform to fit appropriately). The gradual return will support families to be able to wash clothes daily.

Staff are able to wear comfortable clothing which can be easily cleaned/washed and worn daily which is suitable for outdoor activities.

Pupils will not need a P.E. kit. Children will be asked to wear trainers to school instead of their school shoes to allow for outdoor activities.

Taking books home

The latest DfE guidance advises that there should be very limited exchange of resources between home and school and this will be followed.

The 'Reading Diary' system will be suspended. Parents will need to communicate with school electronically or by phone if there are any queries.

Use of shared equipment

Laptops will be labelled for individual use.

Children will use a poly-pocket of individual stationery items that will be returned to a tray after use.

Children will not be able to bring any other items except for the essential things listed-like water bottle, sunhat, snacks to school.

Reducing risks for staff

To reduce exchange of materials between children and adults, the school will operate a strict 'no marking' policy until the end of the Summer term.

Staff can undertake 1:1 reading with children in the same cohort only.

Staff should not 'cover' for absent members of staff. It may be required for provision within a cohort to be amended if staffing capacity becomes limited.

Meetings

All governors meetings will be held online until further notice.

Staff meetings will take place remotely at distance.

The school council will not meet.

Parents, children, staff.

	Music Lessons No peripatetic music lessons will operate. The remote paid 'Zoom' lessons provided by the Shropshire Music Service will continue.	
The use of Personal Protective Equipmen	t (PPE) and the management of sickness.	
Staff may have to attend to children who are need first aid, intimate care and who are exhibiting signs of illness or Covid-19 symptoms.	A box of PPE (masks, visors, goggles and apron) will be available for school from the school's own order and supplemented by that from the LA. This will be used to care for children who require first aid, intimate care or are exhibiting symptoms of illness.	Teachers and Teaching Assistants, SW
	The GP room has been designated as a sick bay. This will used to isolate children and await collection. Where children are experiencing non-Covid-19 symptoms, they will wait in the GP room for collection.	
	Where children are exhibiting Covid-19 symptoms, guidance from Public Health England will be followed (see Appendix 1).	
External support for SEND and Behaviour	•	
Lack of support for SEND pupils	School has a very low number of children in receipt of an ECHP. Children with identified SEND will continue to be supported by their Special Support Assistant.	TW, NA, AC
Communicating with staff		
Need to ensure that staff understand procedures	A staff meeting will be held before the start of the operation to ensure all staff are clear on procedures from early June. This will also assist with final preparations for wider re-opening.	SW, Teachers, Teaching Assistants
	Contact will be made with staff during the process of re-opening.	Lunchtime supervisors to be called in advance.
		SW

Communicating with parents		
Need to ensure that all parents understand procedures	A letter explaining re-opening details was uploaded to the school website to help parents make their decisions about returning to school. Texts messages have been sent out to signpost parents to updated letters and information. A copy of this risk assessment and FAQs regarding widen re-opening arrangements has been shared with all parents.	SW, HD and governors (R.A. Staff consultation has taken place and views sought.)
Managing pupil and staff wellbeing and	mental health	
Wellbeing and Mental Health effects from Covid-19	There will be support for pupils' well-being and mental health within their cohort groups. A wide range of PSHE activities will be undertaken, including discussions, opportunities to share concerns with an adult/ peers. Expressive arts activities to support well-being and mental health. Use of Early Help processes as required in relation to support for anyone effected by bereavement since school closure. Staff have been signposted to the Shropshire EP team for individual health and well-being support for the adults in school. The school will continue to signpost parents and children to mental health and well-being resources via the school website. Phone communication has been made with all families to support pupils' home learning and listen to any concerns/signpost to appropriate specialist support if required.	Teachers and Teaching Assistants
Remote education during wider opening		
Limited availability of staff to provide home-learning offers in addition to full time teaching support.	Staff will discuss how remote learning can be facilitated in the context of wider school opening (Staff will need PPA Time to put learning materials online if this is something that would be manageable).	Teachers with any appropriate support from Teaching assistants.

	Parents have been signposted to a wealth of online learning sites, including the BBC Bitesize. Explore capacity to provide home-learning resources from home for some staff.	
Review of Risk Assessment		
Need to reflect changing national and local guidance and Covid-19 alert state.	This risk assessment will be reviewed weekly and at any other time that might be necessary.	SW, Governors, Teachers, Teaching Assistants, school staff.

Appendix 1 - Management of Covid19 symptoms (advice from Public Health England)

What happens if there is a confirmed case of coronavirus in a setting?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will be asked to go home too. There will be access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. No-one in the group will return, until the test is confirmed as negative.
- When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- 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 group should also selfisolate.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

• In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

FAQs for Parents

National Guidance

https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june

Which year groups are returning to school?

The Government has asked primary schools to welcome back children in Nursery, Reception, Year 1 and Year 6 alongside Priority groups. The Government's ambition is to bring all primary school year groups for the last month of the Summer half term <u>if</u> conditions nationally make it feasible. This will be kept under constant review.

Why were these Year groups chosen?

The reasoning given by the DfE for younger children returning is that the "moderately" high scientific confidence in evidence suggests younger children are less likely to become unwell with Covid-19. Secondly because evidence shows the lack of time in education is most detrimental to them. Y6 children will benefit from the transition element of a return to school before starting Secondary School.

Why aren't all the children coming back? Can my sibling attend with my child in one of these Year groups?

• The DfE have based this on the need to reduce the rate of transmission of the virus. In doing so, the DfE have taken account of the need to reduce numbers returning as a gradual process and thereby maintaining smaller groupings in classes. Sadly, siblings cannot attend unless they are in a Priority group. This would raise the number of pupils attending the school and would affect the risk assessment that headteachers and governors are required to complete.

- Due to the sheer numbers of key worker children, Reception, Year 1 and Year 6 pupils, the school has had to undertake a risk
 assessment to determine the number of children that can be accommodated within the school whilst adhering to the social distancing
 guidelines that have been given to schools by DfE. The way that these rotas have been determined is based on a risk assessment.
- The school will review each week the operation of the risk assessment. This will be amended based upon this review and in the light of any new guidance from DfE or the Local Authority.

Does my child have to attend school?

No one with symptoms should attend for any reason. All children should attend unless self-isolating or shielding. Parents will not be fined for non-attendance at this time - the schools will not be held to account for attendance levels.

Will my child be taught with their existing class?

Schools are required, under the guidance, to form new groups of children. This will be based on the school's own risk assessment. It may be the unavoidable case that children have a different member of staff to support them and not their usual class teacher until the end of term.

I am worried that my child is vulnerable or that a family member is, should I send them back to school?

- Children and staff who are considered extremely clinically vulnerable and shielding should continue to shield and should not be expected to attend.
- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.
- Children who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.
- Children who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.

How will transport be provided for my child?

The school will liaise with the transport provider in relation to children who use school transport. There may be changes to timetables and these will be shared with the relevant families.

At what time will my child be expected to arrive at school and at what time will they need to be collected?

Children should arrive within their 15 minute window of identified drop off times (between 8.45, 9.00am and 9.15am). Parents should follow the marked path around the school to the identified gate/entrance. Parents should then continue around the pathway and exit the site via the coned area of the staff car park..

Please ensure that no more than 1 parent/carer is present with children at all times.

Parents must not congregating outside the school gate in close proximity to other parents. This may prevent the children and adults from entering and leaving the site safely. Please support us to keep our whole school community safe.

I'm a keyworker and my child has been in the childcare provision throughout. My child is in Nursery, YR or Y1 what will happen to them?

Your child will join their year group groupings as far as is possible.

My child is in the childcare provision currently but isn't in the year groups above?

Children of identified key workers can continue to come to school.

Will the school have assembly/acts of worship? What about other school events - leaver's assemblies, sports' day etc?

Schools may look and feel quite different during the next few months. The usual activities will need to be postponed. The school considers it inappropriate to hold such events based on their assessment of risk at the moment. At all times the health and safety of pupils, families and staff is paramount.

Will staff and children wear masks or PPE?

The following measures will be taken as directed by government to protect the children with masks deemed unnecessary:

"Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings".

Schools have been provided with guidance on the use of PPE for certain tasks (supporting sick children, administration of first aid). Use of PPE outside of these occasions will be determined by the school's risk assessments.

Will children and young people be eligible for testing?

The government advice is:

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

What happens if there is a confirmed case of coronavirus in school?

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised
 to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an
 education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in
 this scenario.
- When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

- 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.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health
 England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most
 appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a
 precautionary measure perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention
 and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.