



Risk Assessment for Post COVID-19

Reopening

September 2020

It is the School's intention to reopen for all pupils fully in September 2020. The School is committed to putting in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality of education that enables them to thrive and progress.

REVIEWS OF THIS RISK ASSESSMENT: THIS RISK ASSESSMENT IS BEING TREATED AS A WORKING DOCUMENT

This risk assessment is continuously reviewed. It was last formally updated on 23.11.2020 in light of new national guidelines as well as the **Winter Preparation: Schools Toolkit** provided by London Borough of Newham.

4th January 2020. The school is only open for Key Worker and pupils considered vulnerable children.

Key Dates for Reopening:

Tuesday 1st September 2020 - Exceptional Closure Day (school closed to pupils) - Staff Training and preparation for reopening

Wednesday 2nd September 2020 - INSET Day (school closed to pupils) - Staff Training

Thursday 3rd September 2020 - School opens to all pupils in Years One to Six

Monday 7th September 2020 - All Reception pupils start and existing Nursery children start

From 8th September 2020 - New Nursery children staggered start

The purpose of this risk assessment is to *control but not eliminate* the risks of coronavirus transmission. The aim is to minimise the number of contacts that staff and pupils have during the school day as part of implementing a system of controls to reduce the risk of transmission.

Where possible all stakeholders (pupils, parents, staff, governors, contractors and the wider community) should:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do, or fail to do.
- Cooperate with the School's arrangements to enable them to make and keep the school building/ workplace safe for everyone.
- Raise health and safety concerns in line with local arrangements.

Documents used to complete this risk assessment:

[DFE Guidance on full opening: Schools](#)

[NEU/Unison/GMB/Unite: Checklist for September](#)

[GOVUK Cleaning of Non-Healthcare Settings Outside the Home](#)

[Actions for Early Years Providers During the Coronavirus Outbreak](#)

In addition, NAHT and NEU guidance has been consulted.

Equality Impact Statement: This risk assessment has taken into account an equality impact assessment (EIA) where the School has reflected on whether the risk assessment/ policy has a disparate impact on persons with protected characteristics.

In the event that the school is forced to close due to a local lockdown school will revert to online learning platforms and will provide a limited onsite service for key worker and vulnerable pupils only.

Issue/ Risk Area	Identified Risks	Risk Before Mitigation	Mitigating Actions to Lower or Remove the Risk	Risk After mitigation
SOCIAL DISTANCING				
<p>Parents Dropping Children Off/ Collecting from School</p>	<p>Risk of COVID19 transmission due to parents not observing social distancing on journeys to/ from school.</p> <p>Risk of COVID19 transmission due to parents not observing social distancing whilst coming in main doors of school/ back gate/ on the playground during drop off and collection.</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● Parents should be reminded that if they or any of their household are unwell or symptomatic they must not bring their child to school ● Parents should be encouraged to walk to school rather than take public transportation. ● Social distancing markers have been spray painted on main pavements surrounding the school. ● Spray painted footprints around Nursery gate as well. ● Parents to enter the playground via the main doors only, which will be open from 8.45am and 3.10pm. ● Main doors have distance markers (coming in from outside main doors to the pavement and posters to remind parents to observe social distancing where possible. ● In the morning parents can wait in the playground for the bell to ring observing social distancing where possible. Agree with SLT early morning arrangements. Create an SLT rota for who is to be placed where to ensure social distancing (ie. main pavement, main door, playground, Nursery gate, etc.) ● KS1 & EYFS parents when dropping off and collecting are not to, where possible, come within 2m of the classroom door. Signage is to be placed outside classroom door, large squares to be spray painted around door area perimeter and social distancing footprint markers (as at front door) spray painted on 	<p style="text-align: center; background-color: yellow;">Low</p>

			<p>ground. <i>Whilst it is recognised that the presence of parents on the school playground is an important factor in settling pupils before the start of the school day (particularly at the start of the school year). The school believes that social distancing is possible due to the size of the playground this needs to be continuously reviewed. Parents must keep moving towards exits. New admissions Nursery parents to wait inside gate until Class Teacher brings children inside (parents not allowed in building).</i></p> <ul style="list-style-type: none"> ● SLT to keep parents moving on the playground towards an exit. Drop parents off and then move towards exit. ● All parents (including EYFS) exit the school site using either the Nursery gate or the cage gates only. Signage is to be placed here as well. ● Parents to be reminded that whilst waiting outside the school they should observe the social distancing markers, where possible. ● No parents will be allowed in the main school building unless they have made a pre-arranged appointment. ● Parents must wear face coverings when entering the school grounds. ● To avoid congestion, Year Four will now be collected inside the Ball Court, Year 5 will exit through the Dining Hall and Year 6 will leave via the old entrance to the school gate. ● All adults to wear face coverings on playground. Need to continue to be vigilant in ensuring that parents stay out of the green square. ● Since there is reduced number of parents on site, one way system is no longer needed but this will need to be reviewed. 	
Parents Congregating Outside School	Risk of COVID19 transmission due to parents not observing social distancing on journeys to and from school.	Medium	<ul style="list-style-type: none"> ● Parents to observe social distancing markers on public paths. ● School gates will be opened early in the morning 8.45am and in the afternoon 3.15pm to allow parents to enter the school site. ● <i>Create an SLT rota for who is to be placed where to ensure social distancing outside main doors and outside Nursery gate.</i> ● SLT wear face masks when on the street. 	Low
Staff Distancing	Risk of COVID19 transmission due to staff not observing social distancing measures	Medium/High	<ul style="list-style-type: none"> ● All staff to receive training on implemented measures on the Exceptional Closure Day. The main sharing of the most up-to-date risk assessment will be shared on this day. ● Stagger use of staffroom, where possible. Move tables to ensure that this is possible. ● No more than 10 8 members of staff in the staff room at one time. CR will be made available. Staff encouraged to follow hygiene guidance (washing hands 	Low

			<p>frequently etc.) Extra handwashing and 'Catch it, Bin it, Kill it' signage is staffroom/ staff toilets.</p> <ul style="list-style-type: none"> ● Shared office space to be negotiated following social distancing guidelines ● Move AHTs so only 2 in office at any given time. ● Move PPA room into IT suite. ● Only 1 member of staff allowed in the old PPA (photocopy room) at any given time. ● Offices should have open windows at all times to ensure ventilation. ● All crockery and cutlery used by staff in the staff room to be placed in the dishwasher by the person using it. Designated member of staff to turn dishwasher on at the end of the day. ● 	
Visitors / Contractors	Risk of COVID19 transmission due to visitors not observing social distancing measures/ school systems and procedures.	Medium	<ul style="list-style-type: none"> ● If visitors are required to attend, they must follow social distancing signage as appropriate. ● All visitors to provide contact information to comply with NHS Test & Trace precautions. ● Visitors follow school's precautions to reduce transmission of COVID-19- on posters in the front reception area. ● All Visitors must sign in using the School's existing sign-in/ out computer system and then sanitise hands. ● If a Visitor is not already on the School's Single Central Record (contact details recorded) they must give contact details to members of the Admin Team to be tracked. This will be recorded on Inventory. ● Visitors to follow all signage around school (although visitors will have no/ minimal contact with bubbles around the school). ● Admissions interviews will take place in the HT office which is separate to the rest of school. Face masks, social distancing and retaliation will be enforced whilst in corridors and shared spaces. ● Counselor, Play Therapist and Speech and Language Therapists will wear face coverings in/ out of the building and ensure socially distanced from staff and pupils during sessions. ● Additional visitors must adhere to the previous. <p>Contractors in school will follow the guidance and procedures provided by Bellrock</p> <ul style="list-style-type: none"> ● <i>Permit to Work</i>: contractors Risk & Method Statement (RAMS) to include COVID19 measures. Bellrock will be responsible for all contractors on site. ● See separate Bellrock Risk Assessment document. ● These contractors must sign in and give contact details to the Admin team to be 	Low / Medium

			<p>recorded on Inventory as with other visitors.</p> <ul style="list-style-type: none"> ● All external Bellrock staff will wear face coverings in the building. 	
Lunch Times & Meal Service	Risk of COVID19 transmission due to pupils not observing social distancing measures (through the use of Year Group Bubbles).	Low	<ul style="list-style-type: none"> ● The hall is a large, high ceilinged, well ventilated space. ● Where appropriate (dependent on weather) all windows and interior doors in the hall to be open at all times. ● Maximum of two year groups bubbles in the hall eating at one time. Ensure there is adequate space between the year group tables as well as a spaced walkway between servery area and tables. ● Children will enter the hall in their class group only. ● A one way system is in place in the hall, far left doors entry only. <p><i>Caterlink will have carried out a review of HACCP procedures. Please see attached document in Risk Assessment File.</i></p> <p>CaterLink to wear face shields in the servery.</p>	Low
Mass Gatherings (Assembly)	Risk of COVID19 transmission due to pupils not observing social distancing measures/ separation of bubbles.	Medium	<ul style="list-style-type: none"> ● Assemblies will be limited to two year groups at a time: <ul style="list-style-type: none"> ○ Year One & Year Two ○ Year Three & Year Four ○ Year Five & Year Six ● No parents will be permitted to attend assemblies. ● There should be a large space between year groups during assembly time. ● All other events that usually involve ● inviting parents and other stakeholders to attend must be individually risk assessed and then a decision about whether it is safe to go ahead must be made. ● There will be no assemblies at this time. 	Low
Play Times	Risk of COVID19 transmission due to pupils not observing social distancing measures/ separation of bubbles.	Low	<ul style="list-style-type: none"> ● Where possible all pupils should be encouraged to observe social distancing ● Playtimes staggered as per school day so that bubbles have minimal interaction. <p>Playtime rota must be finalised and continuously reviewed by SLT.</p> <ul style="list-style-type: none"> ● Phases are outside at the same time however, timetabled rotas for areas clearly marked. it Year One Grass Area- Year Two Ball Court ● Bubbles kept separate on the playground 	Low
Breakfast Club	Risk of COVID19	Low / Medium	<ul style="list-style-type: none"> ● Taking into account the size of the hall the maximum number of pupils able to 	Low

<p>**After school clubs to be suspended until Autumn 2.</p>	<p>transmission due to pupils not observing social distancing measures/ separation of bubbles.</p>		<p>attend breakfast club is 70.</p> <ul style="list-style-type: none"> ● Where possible activities provided should enable pupils to observe social distancing between bubbles. Tables should be spaced out so that bubbles are separate. Pupils clearly stay in Year Group bubbles. ● School has reviewed the HACCP procedures and the following arrangements have been put into place: <ul style="list-style-type: none"> ○ Only two staff behind the servery at one time ○ Food service staff to wear the following PPE: disposable apron, face mask, hair net, disposable gloves ○ All crockery and utensils used during service must be washed in the kitchen dishwasher. ● Breakfast Club open as and when required. Distancing in the Hall. 	
<p>Movement Around the School</p>	<p>Risk of COVID19 transmission due to pupils not observing social distancing measures/ separation of bubbles.</p>	<p>Low</p>	<ul style="list-style-type: none"> ● All <u>corridors will be bi-directional</u> and classes should, where possible, observe social distancing. Signage to be placed on doors/ in corridors with visuals symbols to support all pupils. ● <u>Internal staircases will be single directional</u> and classes should, where possible, observe social distancing. Signage to be placed on doors/ in corridors with visuals symbols to support all pupils. ● <u>External staircases will be bi-directional</u> and classes should, where possible, observe social distancing. Signage to be placed on doors/ in corridors with visuals symbols to support all pupils. Pupils should only use the staircase nearest to their own classroom to ensure they only interact with those in their own bubble. 	<p>Low</p>
<p>Front Office (Parents and Visitors)</p>	<p>Risk of COVID19 transmission due to parents not observing social distancing within the school</p>	<p>Medium</p>	<ul style="list-style-type: none"> ● No more than two clients (or two families with 2 max. 2 adults) in the office area at one time, observing social distancing measures. ● Adults must wear face coverings in the main reception area. ● This includes adults dropping children off to the Newtec Day Nursery. ● Floor markers to separate clients, hand sanitiser and signage displayed). ● Parents are encouraged to email or phone the school for all communications. ● Intercom to be used to ensure parents are entering for valid reasons. ● If parents must enter the building, they must observe social distancing measures in place. ● Anyone entering the front office must use alcohol based hand sanitiser on entry (in small bottle as well as larger foot pump). <p><i>Please see additional Risk Assessment completed by Newtec for the Plaistow Day Nursery.</i></p> <ul style="list-style-type: none"> ● Admissions will need to continue but socially distanced and with masks for all staff/ families. 	<p>Low</p>

Front office (Children's centre and Admin staff)	Risk of COVID19 transmission due to staff not observing social distancing measures.	Medium	<ul style="list-style-type: none"> ● Shared office space to be negotiated to allow for social distancing, where possible. ● Children's Centre to create two separate bubbles. This will also protect the Plaistow Primary School office staff in the shared work space. ● On days when CC Manager not in, the Newtect DN Deputy Manager uses office space. ● Max 2 members of staff in front office, window open for ventilation. 	Low
Pupils with Additional Needs	High risk of infection due to SEND pupils unable to maintain social distancing	Medium/ High	<ul style="list-style-type: none"> ● Risk assessment for dealing with SEND pupils with intimate care is completed and identified staff are aware of the expectations on them with regards to social distancing and reducing the risk of COVID19 transmission. ● Pupils identified with significant health needs have been told to seek additional advice from health professionals about returning to school in September 2020. Based upon this advice, the school will plan accordingly. ● This needs to be continuously reviewed. <ul style="list-style-type: none"> ○ Who are these pupils? ○ Who are the adults working with them? ○ Has a detailed risk assessment been created? ● See attached for separate risk assessment ● SEND Risk Assessments updated 23.11.2020 ● Staff stay distant from 1:1 pupils where at all possible. ● Face coverings can be worn wear appropriate. 	Low
Transport	Risk of COVID19 transmission due to staff and pupils not being able to maintain social distancing whilst travelling to school / work	Low / Medium	<ul style="list-style-type: none"> ● Staff and pupils are encouraged to use alternatives to public transport such as: <ul style="list-style-type: none"> ○ Walking ○ Cycling - bikes can be purchased through Cyclescheme: https://www.cyclescheme.co.uk/ ○ Driving - parking restrictions for permitted areas around school have been temporarily lifted by Newham: https://www.newham.gov.uk/coronavirus-covid-19/covid-19-parking-roads/1 ● If staff or families do have to use public transport they should follow the <u>Coronavirus (COVID-19): Safer Travel Guidance for Passengers</u> when planning their travel: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers ● Where transport remains an issue (staff only), individual risk assessment to be conducted. <p>Educational Trips and Visits: Trips and visits will be suspended for the time being with the exception of local walks/ trips/ workshops etc. but detailed risk assessments must take place. No public transportation is to be used at this time.</p>	Low

Emergency Evacuation	Risk of COVID19 transmission due to pupils and staff not be able to maintain social distancing measures	Low	<ul style="list-style-type: none"> ● If the building must be evacuated, all classes evacuate to their designated area observing social distancing, wherever is safely possible. ● Once outside children should be encouraged, where possible, to observe social distancing. ● Fire Risk Assessment to be updated to reflect the new social distancing arrangements. ● Fire doors that have been left open for ventilation must be closed on Exit. ● Senior Leadership Team and Fire Wardens to ensure all doors are closed on exit as per usual evacuation sweep. 	Low
PE	Risk of COVID19 transmission due to pupils and staff not be able to maintain social distancing measures	Low	<ul style="list-style-type: none"> ● Where possible all physical activity to take place outside in the playground observing social distancing measures. ● Pupils to come to school dressed in PE kits. No changing will take place at the school. ● Indoor PE sessions to focus on non-contact activities, where possible. ● When using the Hall pupils must wash their hands before entering and when they return to their classroom. ● Swimming has been cancelled for the time being. 	Low

CLEANING				
Classrooms	Risk of COVID19 transmission due to poor cleaning standards.	Medium	<ul style="list-style-type: none"> ● Classrooms to be cleaned thoroughly at end of day using agreed products and standards. This is to include all surfaces, door handles, taps, etc. that pupils/ staff have touched. <i>The level of and quality of cleaning will be continuously reviewed.</i> ● GSF to implement COVID19 cleaning Risk and Method Statement (RAMS). ● Each class to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to pupils. ● Teachers to remind SBM when PPE box needs to be replenished. <p><i>RAMS have been sent by Bellrock and have been reviewed by the School.</i></p>	Low
Multi Touch Surfaces	Risk of COVID19 transmission due to surface contamination.	Medium/High	<ul style="list-style-type: none"> ● Site staff to clean all identified multi-touch surfaces periodically (at least 4 times) throughout the day with disinfectant spray and disposable paper towel. ● All doors to be open if safe to do so (fire doors must be closed in the event of fire evacuation) to prevent regular touching. 	Low / Medium

			<ul style="list-style-type: none"> ● Desks / tables to be wiped periodically throughout the day using disinfectant spray (by children or staff). ● This includes toilets/ handles etc. ● ChromeBooks to be cleaned before and after use. ● Photocopier touchpad to be cleaned before and after use. 	
Hall Cleaning	Risk of COVID19 transmission due to surface contamination.	Medium	<ul style="list-style-type: none"> ● Lunch time staff to use table sanitizer when wiping tables down after pupils have finished their lunch. ● Normal clean at end of lunch service ● Cleaning staff to clean the hall daily according to the agreed RAMS. ● Metal hand/ door plates to be wiped periodically (at least 4 times per day) <p><i>Caterlink will have carried out a review of HACCP procedures. Please see attached document in Risk Assessment File.</i></p>	Low
Front Office/ Reception Area Touch Screen (sign-in/ out)	Risk of COVID19 transmission due to surface contamination	Medium/High	<ul style="list-style-type: none"> ● Touch screen/ front Reception desk to be wiped down periodically (at least 4 times per day). ● All staff to use the barcode on their ID to sign in when on duty - touch free (front office & back door) ● Staff exiting from the front door will need to use hand sanitizer before signing out (back door is touch free on exit). ● Alcohol based hand sanitizer to be used by all visitors before using the sign-In screen. ● Sign-in screen to be wiped with alcohol wipes periodically (at least 4 times) throughout the day by site / admin staff ● Exit buttons also need to be wiped down. 	Low / Medium
Chromebooks and Computers (for children)	Risk of COVID19 transmission due to surface contamination	Medium/High	<ul style="list-style-type: none"> ● Chromebooks to be wiped down with alcohol wipes after use ● ICT Suite <u>not</u> to be used until school can agree a way of ensuring machines and keyboards are safely cleaned between groups. ● Need to ensure that these are wiped down before and after use. 	Low
Computers (for teachers, offices etc.), including Phones and Printers	Risk of COVID19 transmission due to surface contamination	Medium/High	<ul style="list-style-type: none"> ● Classroom computers, telephones and printers to be used by class teachers only ● Classroom computers, telephones and printers to be wiped down by class teachers at start and end of day with disposable antibacterial wipes. ● Each class (<u>and office space</u>) to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to 	Low

			<ul style="list-style-type: none"> pupils. 	
Toilets	Risk of COVID19 transmission due to surface contamination	High	<ul style="list-style-type: none"> Periodic cleaning (at least 4 times per day) of all identified toilets to be completed by Bellrock site staff/GSF site staff, using agreed RAMS. <i>The School has made the decision that hand driers will continue to be used in toilets. It was found that the touching of hand towels increased the risk of contamination.</i> 	Low / Medium
Specific Rooms ie. First Aid and Staff Room	Risk of COVID19 transmission due to surface contamination	Medium /High	<ul style="list-style-type: none"> First Aid room to be deep cleaned daily following agreed RAMS. Staff Room to be deep cleaned daily following agreed RAMS. Staff using the Sensory room to wipe down soft seating and sensory resources used, with antibacterial wipes. Staff using the Sensory room to wipe down soft seating and sensory resources used, with antibacterial wipes. <i>Each of these spaces to have a sealed container with cleaning products to be used by school-based practitioners where appropriate (disinfectant wipes, disinfectant spray, etc). This container to be kept out of reach/ not accessible to pupils.</i> First Aid Room to be deep cleaned each day following agreed RAMS. Sensory Room in use but cleaned regularly by cleaning staff/ practitioner sledding sessions. 	Low

HYGIENE

Handwashing	Risk of COVID19 transmission due to staff and pupils not following handwashing guidance	Medium	<ul style="list-style-type: none"> All classrooms in use have access to warm water, soap and disposable paper towels. Class based staff to ensure that class based systems are put in place to avoid overcrowding when pupils gather to wash their hands. Children to be taught <u>how to wash hands</u> - a minimum of 20 seconds, drying hands using paper towels and putting the towels in the dustbin. Each classroom with a sink to have a handwashing poster. Children to be provided with sufficient time to wash hands <ul style="list-style-type: none"> After entering in morning Before and after break times Before and after lunch times Before leaving in afternoon Pupils have access to hand sanitizer if they wish to use it but must be supervised during use to ensure it is not ingested or misused in any other way. 	Low
--------------------	---	--------	--	-----

			<ul style="list-style-type: none"> ● Staff to wash hands frequently ● Hand sanitizer (70% alcohol) provided is to be used as and when required by staff and visitors ● Anyone entering the front office must use hand sanitizer on entering the building ● All toilets to have handwashing poster. ● The School has made the decision that hand driers will continue to be used in toilets. It was found that the touching of hand towels increased the risk of contamination. 	
Coughs and Sneezes	Risk of COVID19 transmission due to pupils accidentally or deliberately coughing and sneezing on others	Medium	<ul style="list-style-type: none"> ● Children to be taught how to cough and sneeze into their elbow or into a tissue – ‘Catch it, Bin it, Kill it’. Signage in all classrooms and toilets (staff and pupils). ● Face tissues supplied to all classrooms ● Children to be shown how to dispose of used tissues appropriately in bins within classrooms. Bins will be emptied throughout the day by site staff. ● All classrooms to be provided with disposable Nitrile gloves, disinfectant / sanitizing spray and disposable paper towels in pack. ● All bins to have flip lids, all other bins to be stored. 	Low / Medium
Resources	Risk of transmission during the conduct of practical activities in school	Low / Medium	<ul style="list-style-type: none"> ● All staff to use a common sense approach when using resources. High use resources to be washed / sanitized regularly. ● All Maths resources not to be shared between bubbles. ● Dressing up clothes in EYFS to be used on a daily / weekly rotation and washed regularly. ● Pupils should be encouraged, where possible, to use their own resources in pencil cases. Where this is not possible class based staff take responsibility for washing/ sanitizing/ isolating equipment before it is distributed out for use again. ● TA to clean books when brought back from home- each class to have a return book shelf. ● The sharing of resources across classes must be limited. ● There will be a ‘Return Box’ for reading book being sent home- books will be wiped down using an antibacterial wipe before being put back on shelves. ● Teachers to wipe down photocopier/ PPA room computers before and after use. 	Low
PPE	Risk of infection due to inadequate Personal Protective Equipment	Medium	<p>Government guidelines state that: <i>Wearing a face mask or face covering in schools is not recommended (unless it is normally needed for work).</i></p> <ul style="list-style-type: none"> ● All staff have received training on how use and dispose of agreed PPE ● All staff have read government guidance on use of PPE in educational settings 	Low

			<ul style="list-style-type: none"> ● If a child or member of staff becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, staff must wear agreed PPE - a face mask (11R certified), a disposable apron and disposable Nitrile gloves. ● If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ● All used PPE will be disposed of using a clinical waste plastic bag (yellow bag) which will then be bagged again and isolated for 72 hours before being disposed of using the usual agreed method ● TAs who are offering 1:1 support are able to wear a face mask if they wish. <p>First Aiders to be given additional training using Guidance from LBN regarding First Aid during COVID-19. http://www.newhamconnect.uk/Services/5829</p>	
Drinking Fountains / Access to Water	Risk of COVID19 transmission due to surface contamination	Low / Medium	<ul style="list-style-type: none"> ● Children encouraged to bring in individual named water bottles and have access to drinking water throughout the day to refill. ● Water bottles to be provided to children if have not brought one from home. ● Bottles should be clearly labelled with pupils' names. ● Taps must be disinfected by an adult after refilling. ● Water fountains in shared spaces/ in playground should have mains disconnected. Bags to be put on taps. 	Low
Ventilation	Risk of COVID19 transmission due to virus remaining suspended in the air	Low	<ul style="list-style-type: none"> ● Where possible class teachers should open windows and doors to keep classrooms well ventilated. ● Where possible office spaces to open windows and keep offices well ventilated. ● Windows and doors elsewhere in the building to be left open, where safely possible to do so, to aid ventilation ● No additional risk assessment needed for doors left open, as all doors exit into a safe part of the premises ● Air Conditioning should not be used in winter. ● Portable heating units should not be used. ● Windows should always be open in classrooms. ● Doors to classrooms opened intermittently. ● In rooms without an external door windows must be open at all times. 	Low
Clothing / School Uniform	Risk of COVID19 transmission due to	Medium / Low	<ul style="list-style-type: none"> ● Pupils must wear school uniforms and parents are to be reminded that childrens' clothes should be washed and changed daily, where possible. 	Low

	virus being carried in on clothes from outside		<ul style="list-style-type: none"> ● Pupils to limit the number of items that they bring into school with them. All belongings need to be stored safely and away from others, where possible. ● Staff to follow dress code and to be reminded that clothes should be washed and changed daily, where possible 	
--	--	--	---	--

CLASSES

Group Size	Risk of COVID19 transmission during the conduct of practical activities in school	Medium	<ul style="list-style-type: none"> ● Class groups will be as per school registers - no classes will exceed 30 pupils ● Classroom furniture to be organised to allow for social distancing as far as is practically possible. ● Classes must not join with other classes for activities. ● Where possible support staff should remain with their learning group, minimising movement between groups. ● 	Low
Class Teachers	Risk of COVID19 transmission during the conduct of practical activities in school	Medium	<ul style="list-style-type: none"> ● Where possible class teachers must maintain social distancing by standing at the front of the class ● Where possible IT technician to avoid entering learning groups. ● Where possible support staff should work within a Phase Bubble. An extra level of social distancing should be explained/expected by members of staff and children working with these practitioners. 	Low

MANAGING ILLNESS

When a child becomes unwell (with COVID-19 symptoms) <i>(see flowchart)</i>	High risk of COVID19 transmission due to staff and pupils being unable to maintain social distancing	Medium / High	<ul style="list-style-type: none"> ● Additional intervention space to be used as an Isolation Area in the event that a child becomes unwell. ● Parents to be contacted immediately to collect the child ● Child's temperature can be checked using a contactless (infrared) thermometer. ● Whilst waiting to be collected the unwell child must remain in the isolation room with the door closed. ● Supervision of the child must be maintained at all times and depending on the age of the child it may be necessary for a member of staff to sit in the room with the child, in this case staff must adhere to agreed PPE and hygiene protocols (see PPE & hygiene section) See <i>PPE and First Aid Guidance in RA file</i>. ● In the event that there is more than one unwell child the conference room will be 	Low / Medium
---	--	---------------	---	--------------

			<p>used as an additional Isolation Area</p> <ul style="list-style-type: none"> ● If the unwell child uses the toilet after they have finished the area must be marked as out of use until it has been cleaned using the agreed RAMS. ● Once the unwell child has left the building the supervising adult should be sent home and instructed to change and wash their clothes. ● If an Isolation Area has been used it must remain out of action until a deep clean using the agreed RAMS has been completed. ● Parents must obtain a COVID19 Test for their child and share the results with the Head Teacher. <i>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</i> ● Parents must comply with the NHS Test and Trace System: <i>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works</i> ● The Head Teacher will then get in contact with LBN Public Health officials to agree on next steps. ● Tests to be sent to school in Autumn to give to parents. <p>The following must be considered. The risk of coronavirus infection depends on many factors including:</p> <ul style="list-style-type: none"> ● The type of surface contaminated ● The amount of virus shed from the individual ● The time the individual spent in a setting ● The time since the individual was last in the setting <p>An appropriate level of cleaning of all places where the pupil has come into contact with must then be undertaken using the agreed RAMS.</p>	
<p>Confirmed case of COVID19 after attending school</p> <p><i>(see flowchart)</i></p>	High risk of COVID19 transmission to others who have attended the setting	Medium	<p>If the school receives notification, either from parent, staff member or NHS Test & Trace, that a child or member of staff has tested positive for COVID19 the following actions will be taken:</p> <ul style="list-style-type: none"> ● Identified child or staff member to be isolated at home for at least 10 days. ● Household of an identified child or staff member to be isolated at home for at least 14 days. <i>(See flowchart)</i> ● School to inform LBN of confirmed case. ● School to follow advice given by Public Health England on agreed next steps. This will most likely mean that all pupils and staff in the infected pupil/ staff members bubble must be sent home to isolate for 14 days. 	Low
<p>When a staff member becomes unwell with COVID19 symptoms</p>	Risk of transmission to others who have attended the setting	Medium / High	<ul style="list-style-type: none"> ● Staff member to be sent home immediately and carry out self-isolation for 10 days ● Staff members must obtain a test either via the priority portal for key workers and household members or via the NHS for tests anyone of any age and the results of 	Low / Medium

whilst on duty			<p>this test to be shared with the Head Teacher. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#list-of-essential-workers-and-those-prioritised-for-testing-england-only</p> <ul style="list-style-type: none"> ● Staff member must comply with the NHS Test and Trace system ● SLT to organise cover for the class or group to enable staff member to undertake 10 days of isolation (to be continued if the test comes back positive). 	
First Aid Arrangements	Staff shortages, arrangements and equipment do not provide adequate protection and support for staff and pupils against infection	Medium / High	<ul style="list-style-type: none"> ● SLT to ensure that there is a qualified first aider on site during all times of operation. ● Staff administering first aid must wear gloves and a face mask as it is unlikely that 2m social distancing can be maintained. <p>First Aiders to be given additional training using Guidance from LBN regarding First Aid during COVID-19. http://www.newhamconnect.uk/Services/5829</p>	Low

VULNERABLE GROUPS

Insufficient number of staff available for duty	Due to self-isolation and illness, there is a risk of staff shortages	Medium / High	<ul style="list-style-type: none"> ● Depending on the number of staff absent, SLT to assess if it is safe to open the school. All classes to be covered by a qualified teacher. 	Low
BAME Staff	<p>BAME staff at higher risk of infection from COVID19</p> <p><i>(could potentially lead to greater staff shortages).</i></p>	Medium	<ul style="list-style-type: none"> ● Staff identified in this group will be triaged using risk variables, starting with the shielded list and then in the following order: pre-existing conditions, age, ethnicity, gender, pregnancy, risk from transport and allergies. ● Staff identified in this group are more likely to have experienced a bereavement and therefore will be provided with access to <u>Employee Assistance</u>. ● If availability of staff falls significantly below what would be safe and manageable for the school to operate then the school will not open. ● SBM to conduct LBN risk assessment for these staff members. <p>Bellrock to complete own risk assessments.</p>	Low
Staff in a Vulnerable/ Critically Vulnerable Group	Those staff higher risk of infection from COVID19	Medium	<ul style="list-style-type: none"> ● Staff identified in this group will be triaged using risk variables, starting with the shielded list and then in the following order: pre-existing conditions, age, ethnicity, gender, pregnancy, risk from transport and allergies. 	Low

	leads to greater staff shortages <i>(could potentially lead to greater staff shortages).</i>		<ul style="list-style-type: none"> SBM to conduct LBN risk assessment for these staff members. <p>Bellrock to complete own risk assessments.</p>	
Staff in Extremely Clinical Vulnerable Group	Those staff higher risk of infection from COVID19 leads to greater staff shortages <i>(could potentially lead to greater staff shortages).</i>	High	<ul style="list-style-type: none"> Staff identified in this group should work from home. 	Low

COMMUNICATION

Communication to Staff	Risk that staff do not understand the new arrangements: behaviour resulting in increased infections	Medium	<ul style="list-style-type: none"> Updated FAQs collated and shared with all staff Revisit training on the safety measures that have been put in place, to be delivered to ALL STAFF on 1st September 2020. Training to be repeated following any updates, guidance or moves to subsequent phases Additional signage around the school providing clear information on guidance Caterlink to be communicated with via catering manager. Premises staff to be communicated with via Bellrock. 	Low
Communication to Parents	Risk that parents do not understand the new arrangements: behaviour resulting in increased infections	Medium	<ul style="list-style-type: none"> Parents of children attending school to be informed of agreed arrangements via: <ul style="list-style-type: none"> Email Text message School website Twitter Newsletters They will be informed of: <ul style="list-style-type: none"> What is expected of them What is expected of their children 	Low

			<ul style="list-style-type: none"> ○ What measures the school has put in place to assess, manage and reduce risks ● Parents to be notified that attendance at school from September 2020 is compulsory and any parents who fail to bring their child to school will be issued with a fine. 	
Communication to Children	Risk that pupils do not understand the new arrangements: behaviour resulting in increased infections	Medium	<ul style="list-style-type: none"> ● New systems and measures will be taught to all children as a priority on their return to school by SLT, class teachers and all staff. ● Additional signage around the school 	Low

MENTAL HEALTH AND WELL-BEING				
Mental health and wellbeing of STAFF	Risk of impact on staff mental health as a result of COVID19 pandemic	Medium/High	<ul style="list-style-type: none"> ● Staff to be made aware of services from https://schooladvice.co.uk/ ● If staff feel it is necessary, school will ensure access to training in specialist areas (such as bereavement). 	Medium
Mental health and wellbeing of PUPILS	Risk of impact on pupils mental health as a result of COVID19 pandemic	Medium/High	<ul style="list-style-type: none"> ● All staff trained in Mind-Up and able to deliver lessons that can support pupils in talking about what is happening and how they are feeling ● Learning planned following appropriate PSHCE themes ● Access to children's counsellor as the need arises ● Inclusion team to monitor SEND/ high risk pupils behaviour to identify early help opportunities ● Class Teachers, Support Staff and AHTs to monitor pupils in phases to identify where early help may be needed. Discuss at risk children in weekly Behaviour/ SLT meetings. ● Government guidance on <i>Teaching About Mental Well-Being</i>: https://www.gov.uk/guidance/teaching-about-mental-wellbeing 	Medium

Risk Assessment Completed by: Dean Benoit, Head Teacher	Date: 11/08/2020	Dates of Review:
Shared With:		

SLT: 27th August

STAFF: 1st September

LONDON BOROUGH NEWHAM: Newham only requested Summer 2020 RA to be sent through, key sections resubmitted August 2022

GOVERNORS: Emailed 31st August

PRE-OPENING ACTION PLAN					
Risk	Risk Level	Actions to be completed	Who	Target Date	Completion date
SOCIAL DISTANCING					
Social Distancing	Medium / High	Communicate social distancing expectations with staff	DB / RC	01/09/2020	1st September
		Communicate social distancing measures and expectations with parents (via website & email)	DB/RC/PAS	Beginning last week of holiday	1st September
		Additional training with Admin staff in dealing with and managing parents and visitors	DB/ PAS	01/09/2020	Throughout August/ 1st September
Front Office	Medium	Update and print off new signage informing parents and visitors of procedures at the front office	PAS/ Admin Team	01/09/2020	Throughout August/ 1st September
Signage for Corridors	Medium	Update and print off new signage (if required) informing one way systems, etc.	PAS/ Admin Team	01/09/2020	Throughout August/ 1st September
Pupils with Additional Needs	Medium	Update risk assessments for all SEND pupils (including those requiring intimate care).	PP	01/09/2020	Throughout August/ 1st September
Outdoor Social Distancing Signage	Medium	Update signage, floor stencils, etc. in front of school and in playground	PAS/ Admin Team Bellrock	01/09/2020	Throughout August/ 1st September

CLEANING

Cleaning	Medium / High	GSF to provide updated Risk and Method Statement for COVID19 cleaning	Bellrock	01/09/2020	Throughout August/ 1st September
		Bellrock to provide written confirmation that cleaning contractor can ensure cleaning COVID19 cleaning arrangements can cope with the increase in numbers of staff and pupils	Bellrock	28/08/2020	Throughout August/ 1st September
		Bellrock to provide written confirmation of what arrangements will be put in place if there is a reduction in number of cleaning staff available for duty	Bellrock	28/08/2020	Throughout August/ 1st September
		Site supervisors to provided with updated information and training on how to clean multi-touch surfaces periodically throughout day with disinfectant spray	Bellrock	01/09/2020	Throughout August/ 1st September
		Stocks of disinfectant / sanitising spray for classrooms need to be checked and replenished if required. These need to be created for office spaces as well.	PAS	01/09/2020	Throughout August/ 1st September
		Site supervisors to be provided with updated information and training on how to clean toilets periodically throughout the day with relevant cleaning products	Bellrock	01/09/2020	Throughout August/ 1st September

HYGIENE

Hygiene	Medium/ High	Bellrock / GSF to check stock of paper towels, hand soap, black bin bags and reorder if required.	Bellrock	01/09/2020	Throughout August/ 1st September
		Bellrock to supply disinfectant spray for class/ office packs. Ordered by Bellrock.			Throughout August/ 1st September
		Stock of hand sanitizer for sanitizing station to be checked and reordered if required. Ordered by the school.	PAS	01/09/2020	Throughout August/ 1st September

					September
		Stock of boxed tissues for classrooms to be checked reordered if required	PAS	01/09/2020	Throughout August/ 1st September
		Stocks of Nitrile gloves and spray sanitizer for classrooms to be checked and reordered if required	PAS	01/09/2020	Throughout August/ 1st September
		Flip top bins to be ordered for whole school.	PAS Bellrock	01/09/2020	Throughout August/ 1st September
		Signage for toilets and sink areas to be printed, laminated and posted.	PAS/ Admin Team		Throughout August/ 1st September
Resources	Medium	Teachers and Support Staff to create pencil packs for each child.	AHTs CTs	07/09/2020	1st September
PPE	Medium	Stocks of all PPE to be checked and reordered if required - Nitrile Gloves, Face masks (11R certified) and Eye shields, disposable aprons	PAS	01/09/2020	Throughout August/ 1st September
		Staff to be reshown video on how to use, remove and dispose of PPE correctly	DB / RC	01/09/2020	1st September
Drinking Fountains	Medium	All drinking fountains to remain turned off.	Bellrock	26/08/2020	August 2020
COMMUNICATION					
Communication to Staff	Low	Communicate revised social distancing measures and expectations with staff through training	DB / RC	01/09/2020	1st September
Communication to Parents	Medium/Low	Check we have email and mobile phone numbers for all parents	PAS / AL	Ongoing	August 2020

		Update school website regularly	RC	Ongoing	Ongoing
Communication to Children	Medium/Low	New systems and measures will be taught to all children as a priority on their return to school	All staff	Ongoing from 03/09/2020	3rd September onwards
MENTAL HEALTH AND WELL-BEING					
Mental Health and Well-Being of Staff	Medium/Low	Staff to be made aware of services from https://schooladvice.co.uk/	DB	01/09/2020	1st September/ongoing