



Slaithwaite CE J & I School Risk assessment –Re starting school-7th September 2020

Completed By Mrs E. Bradley and Mrs P. Cherrington- 2020. Approved by Chair of Governors and Health and Safety Governor.

Whilst all measures have been considered the Leadership Team at our school cannot guarantee 100% the safety and wellbeing of all our children and staff whilst attending and working on school premises

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Important note- pupils, staff and families returning from countries identified as quarantine areas are required to notify school on their return and self-isolate for the required time (message sent to all school community 1st September 2020)

Risk Type	Issue/Hazard	Measures to Minimise Risk
School staff returning to work/entering exiting the building	Using public transport Staff using staff car park Use of staffroom/office/toilets General hygiene	<ul style="list-style-type: none"> • Encourage all staff to walk, use their own car but not car share. • Observe social distancing in the carpark and on entry into school • All Staff will have their temperature checked on entry to school each day-thermometer in entrance • All staff to use the main entrance/antibac hands on entry and exit at all times • Staff to use shortest route possible to their place of work • Hall to be used for furniture not required in classrooms



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		<ul style="list-style-type: none">• All staff to put personal belongings in classrooms/office/staffroom then wash hands before entry into classrooms• All Staff to wipe and clean toilet area after use- spray wipe with paper and record on toilet door.• All Staff to use own cup/plate etc• All Staff to sanitise and wipe staffroom areas• Staffroom cleaned daily by cleaning staff • Only 2 staff in the staffroom at any one time and following staggered lunch and play times• Soft furnishings removed from staffroom, red chairs to be used/sprayed and wiped after use• All staff are responsible for ensuring hygiene standards are adhered to when using facilities (spray and wipe sink and toilet)
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		<ul style="list-style-type: none">• All staff to observe social distancing and remain outside school office/head teachers office/ kitchen• Wash hands regularly for at least 20 seconds. Catch sneezes in a tissue, bin and wash your hands again.• The government guidance states the following: Public Health England does not (based on current evidence) recommend the use of face coverings in schools. Staff at our school may wear a face covering if they wish, both inside and outside the building. At present this is still currently recommended by the Local Authority Infection Control Team• Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.
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		<ul style="list-style-type: none">• Staff will keep up to date with government guidance at https://www.gov.uk/coronavirus and also through staff briefings• If a child/adult is presenting with symptoms they will be removed to the isolation area (cabin). Staff supporting them must wear full PPE including goggles/visor(available in all classrooms) and the person/childs temperature will then be checked and they will then be sent home immediately, isolation will then take place. Isolation area is the cabin, one member of staff (with full PPE) to remain with that child/adult, communicating to the office/HT by phone• Child sent home and school will ask parents to contact 119 testing service and school will send a text with the following link to book a test https://www.nhs.uk/conditions/coronavirus-covid-19/• The Class Bubble can continue until positive test comes back.
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		<ul style="list-style-type: none"> • If Negative - child comes back. • If Positive - child and whole family isolate for 14 days along with other children and staff working in that bubble. Other bubbles continue. • All pupils and staff removed from the area where the person/child was(sent home) and a thorough clean will take place • Masks/ gloves and aprons where required are available in classrooms for all staff (should they wish to use them) NB must be worn when a child/ adult is showing symptoms of covid19 and child/person placed in isolation room(outdoor cabin) • Leadership team will notify LA Emergency planning team regarding any concerns and the outbreak.
Managing wellbeing and mental health	Reduced well-being of staff/pupils	<ul style="list-style-type: none"> • Leadership team to inform all staff of current situation on a regular basis



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	<p>CARE FIRST TELE : 0800174319</p> <p>ALSO THE WEBSITE MENTALHEALTHATWORK.ORG.UK/OURFRONTLINE</p>	<ul style="list-style-type: none">• Peer support for staff, employee healthcare and head teacher wellbeing service to be offered to all staff• School leaders to draw up rotas with consultation and sensitivity• All Bubbles will have 2 members of staff on a daily basis, as far as is possible staff will only work, be in contact with no more than 2 bubbles. This may not be the case whilst children are outside at play/lunch times• The leadership team will at all times respect and discuss with staff their work life balance and ensure that this is at an acceptable level• Staff offered opportunity to speak to a member of leadership team on an individual basis• Staff to immediately inform HT/LT if unwell, any symptoms are shown, procedures regarding isolation, testing and contacting of all of those who have been in contact will then be followed• Staff who are shielding/self-isolating will be updated as required by a member of leadership team, if well their
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		<p>workload will be managed by the HT and determined by their position and role in school. If unwell the usual reporting of sickness procedures and expectations will be in place</p> <ul style="list-style-type: none">• Where staff have agreed to take on additional duties and responsibilities, the leadership team will support them in their new roles.• All staff are expected to attend work unless they are clinically extremely vulnerable(this is also the case if someone in their household is clinically extremely vulnerable-please provide evidence of this with a doctors letter)• Staff who live with someone who is isolating must report this to the HT and procedures will be followed as appropriate for the individual situation• The schools PSHE coordinator will offer guidance and support where necessary to staff and pupils.• Guidance from external agencies will be sought as required and in discussion with the leadership team and PSHE coordinator
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		<ul style="list-style-type: none"> • All incidents of staff illness, self-isolating will be reported on LA systems and all staff informed by HT • Staff will be directed to take a test(if displaying symptoms) and asked to inform the HT/DHT/member of LT of the result asap so procedures re isolation of others can then take place
Spreading the virus within buildings	Virus passed to others on hands	<ul style="list-style-type: none"> • All parents will be asked regularly (via Twitter, regular texts, school letters, school website) to inform the school if they are shielding, unwell, vulnerable themselves) and to raise any concerns/worries/comments/suggestions they have via a phone call or Twitter to the school office. • Hand sanitisers and soaps throughout school are covid compliant. • Staff and children may wear facemasks if they choose but this is not essential(following guidance) • On entering the school everyone to wash hands with soap and water or use hand sanitiser for at least 20 seconds



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	Virus passed to other with a sneeze or cough	<ul style="list-style-type: none">• All staff and children to wash hands on a regular basis-at least every 30 minutes and on entry/exit• Where possible, staff to avoid sharing stationery and other equipment• Staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly.• Staff will build in regular (every 30 mins) healthy practice of hand washing with children in school• Resources in schools should be limited for pupils (and remain in that class bubble) and where possible sterilised after use.• For children attending school a reduction in items entering the building and exiting the building will be implemented, e.g. no work/activities produced, no reading books/bags from home/PE kit• Classrooms/areas should be limited to designated areas for usage when not fully accessed, so that all those working in them keep a 1m distance
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		<p>when at all possible, supporting this thorough cleaning regime required</p> <ul style="list-style-type: none"> • Catch any coughs or sneezes in a tissue, bin it and wash your hands (or in your elbow if you have no tissue and then wash hands, etc.) • All children reminded not to touch your face and eyes on regular basis
Spreading the virus within classroom/hall	Virus passed onto others	<ul style="list-style-type: none"> • All classrooms to have cleaning stations fully equipped and checked daily(by caretaker) all classrooms to have 2 bins one for tissues(with removable liner and a pedal) one for school stuff/ bins emptied as required and daily by caretaker/cleaner • Classrooms to be used for pupils will be measured to ensure that a safe distance can be maintained by pupils and staff • Classrooms set up with social distancing in place e.g. tables 1m apart • All areas/resources in classrooms/offices regularly cleaned(by staff) throughout the day as far as possible then thoroughly at the end of the day(by cleaning staff)



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		<ul style="list-style-type: none">• All pupils to have their own stationary resources kept in a specific place and labelled, cleaned regularly and at the end of the day• Resources in classrooms kept to a minimum and cleaned regularly• Ensure cleaning of all door handles• Soft toys and furnishings removed from all classrooms• Dressing up items removed from classrooms• No sand or water play• Trim trail / climbing frame to be allocated to a class bubble for the week• Playground apparatus kept to own class bubble and cleaned after use• Playdough/clay-child to have own(labelled)• Limit sharing of toys to minimum, cleaned frequently• Child to have own designated space and seat/chair/desk in room• Children to be spaced out around classroom as far as possible(1m as far as possible)
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		<ul style="list-style-type: none">• All children to have own named water bottle brought daily from home along with a packed lunch• Unused items removed from classrooms where possible• Posters to be placed around school to remind of social distancing/hand washing etc.• Children and staff will be working as far as possible within their class bubble of children to minimise contact and mixing with other bubbles.• Staff will be directed to work with one/two class bubbles or area of the building daily (some flexibility may be required but kept to a minimum)• Only the teacher/ETA in that bubble to use the computer and wiped regularly• Playtime and lunchtime rota to be determined at staff meeting-13th July• All areas to be kept well ventilated e.g. windows/doors open (bear in mind fire safety and safeguarding)• Children supported by staff when moving around the building and as far as possible in their class bubble(socially distanced)
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		<ul style="list-style-type: none"> Children will come to school in their PE kit on their PE day-Weds KS2, Thursday KS1
Children's toilet areas/assisting with toileting if required	Virus passed on	<ul style="list-style-type: none"> Areas to be cleaned thoroughly by school staff throughout the day(spray wiped), including photocopier etc Children to use named toilets nearest their bubble area supervised by staff to ensure 2 m distancing is adhered to where possible. Children under no circumstances are to leave classroom bubble(except for toilets/playtime) Posters placed for hand washing On entry back to class children/staff antibac hands again Staff must wear gloves, mask and apron when/if assisting child with toileting Changing beds wiped as required and always after and before use
First Aid	Virus passed on	<ul style="list-style-type: none"> Full disposable PPE available for staff, including aprons, masks, goggles, gloves



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		<ul style="list-style-type: none"> • First aid administered in class bubble as far as possible • Resuscitator masks to be available • Disabled toilet is the designated Isolation area if required(full PPE to be used in here) • First aider on school site at all times and available across all bubbles if necessary • KS1/KS2/EYFS First aider-to be named and as far as possible will deal with First aid in these bubbles
Playtimes and Lunch times	Virus passed on	<ul style="list-style-type: none"> • Children to play outside in their own bubble and staggered playtimes, socially distanced-timetable to be put in place and reviewed as required • Children to freeze on bell and enter school when told to by staff, hands then washed • Staggered lunchtimes in place, packed lunches eaten in own class bubble-see lunchtime procedure) • Staff to be directed as required and on rota to support lunches, 2 staff to each bubble(same staff daily) • Packed lunches to be collected from the kitchen by an adult each day



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		<ul style="list-style-type: none"> • Children to have (where possible) specific adult led games to control social distancing • Areas outdoors to be used as much as possible-field/ playground/with class bubbles at separate times of the day. PE and playtime timetables TBC
Introducing virus into school environments from outside by visitors /parents- during school hours	Visitors to reception areas	<ul style="list-style-type: none"> • Rearrange any non-essential appointments • Request that individuals communicate with school via telephone or email or intercom if on site • Essential and unavoidable visitors to report to office and member of leadership team will escort/monitor them in school • Maintain a distance of 2m where possible. • Ensure good ventilation of office type environments • Clear signage and instructions on entry, at gates and/or website/twitter/newsletters • Parents will not be allowed on site, encouraged to communicate by phone, e-mail. If unavoidable a member of leadership team will communicate and escort • One parent will be encouraged to drop off and collect daily



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		<ul style="list-style-type: none"> • Staff to meet parents at drop off and collection points, parents asked to socially distance on street/path • Staff to escort/direct children into school, this may be relaxed as older children become used to this
	Visitors for meetings	<ul style="list-style-type: none"> • Technology to be used as far as possible for meetings e.g. video / teleconference facilities. • Staff will rearrange any non-essential meetings • Where you need to meet maintain a distance of 1m where possible
	Deliveries	<ul style="list-style-type: none"> • Stop orders being made for all but essential items • Any essential deliveries to be dropped outside the office external door, where possible
	Volunteers	<ul style="list-style-type: none"> • No volunteers on the premises until further notice
	Cleaning	<ul style="list-style-type: none"> • Increase cleaning regimes of regularly contacted areas e.g. door handles, desks, toilets etc. • Ensure thorough cleaning of all the building before reopen. • Ensure compliance with infection control guidance around cleaning regimes-HT/Caretaker/Cleaning supervisor responsible



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		<ul style="list-style-type: none"> • Cleaning days in place in addition to usual cleaning- (over time agreed with cleaning staff if necessary)
<p>Spreading the virus from the school into the Community</p>	<p>Spread of germs/ Drop off and collection from school</p>	<p>Teaching staff must meet children at the school gates each morning and take children out at the end of the school day until further notice.</p> <p>Sycamore Bubble- Mrs Oversby 8.50- 3.20 p.m. Enter and exit-Top gate, enter/exit school through class fire door</p> <p>Willow Bubble- Miss Connolly 9.00- 3.10 p.m Enter and exit Top gate, enter/exit school through class fire door</p> <p>Beech Bubble- Mrs Beckett/Miss Millward 9.10- 3.00 p.m Enter and exit-Top gate, enter/exit school through children's entrance</p> <p>Hazel Class- Mr Hudson 8.50- 3.20p.m. Enter and exit-bottom gate, enter/exit school through class fire door</p>



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		<p>Cherry Class- Miss Wadsworth 9.00- 3.10 p.m Enter and exit-Bottom gate, enter/exit school through children's entrance</p> <p>Oak Class- Mrs Cherrington Times vary each week for transition, all children dropped at bottom gate. All children to follow school paths which lead directly to their entry and exit points and the playground at break times</p> <p>Staff to remain with their class bubble, this includes teacher, ETA and LTSA throughout school day. Assemblies will take place remotely in classrooms daily. HT should not as far as possible go into all bubbles, the leadership team will be assigned responsibility for overseeing class bubbles. HT- Willow and Sycamore. DHT-Hazel and Beech, KS1 lead-Oak and Cherry.</p>
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Illness/ symptoms identified	Staff member / pupil or household member becoming ill	<ul style="list-style-type: none"> • In the event of a child, staff member or member of their household becoming ill a member of leadership team must be contacted and informed • A 10-day isolation period for individuals who have been symptomatic then must be in place • Any other member of the household must self-isolate for 14-days (see table and flowchart on guidance issued and government website) • Leadership team to inform and consult with the LA where a child/staff member has symptoms/tested positive for Covid 19 • All staff will be supported by the leadership to access tracing/ testing as outlined by the government on the government website • All staff to keep up to date with the latest government guidelines on Covid 19 and access testing if required(showing symptoms as outlined on the government website_



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Cleaning of the school on daily basis		<ul style="list-style-type: none"> • All staffing absences including self-isolating staff should be shared with the LA by submitting an e-form • Where possible and where appropriate the leadership team will keep in touch with staff members who are in self-isolation and include them in communications
	Caretaking/cleaning staff	<ul style="list-style-type: none"> • Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. • PPE provided for cleaning staff, apron and gloves to be worn when cleaning • Full cleaning of all areas used will take place daily, one toilet allocated (male/female) for each class. Staff to supervise usage and area to be sprayed and wiped each hour by a member of that class bubble • Always wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.



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		<ul style="list-style-type: none"> • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), always use full PPE. The area will then be deep cleaned and advice and support sought from the LA and cleaning services
Staff member/pupil re-entering the work place/school after period of self-isolation	Staff member (council worker) / pupils	<ul style="list-style-type: none"> • A 10-day isolation period for individuals who have been symptomatic. • Any other member of the household must self-isolate for 14-days (see table and flowchart) • Keep up date with the latest government guidelines: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance



Slaithwaite CE J & I School Risk assessment –Re starting school-7th September 2020

Completed By Mrs E. Bradley and Mrs P. Cherrington- 2020. Approved by Chair of Governors and Health and Safety Governor.

Whilst all measures have been considered the Leadership Team at our school cannot guarantee 100% the safety and wellbeing of all our children and staff whilst attending and working on school premises

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<p>Fire/Emergency exit Procedures from 7th September 2020</p>		<ul style="list-style-type: none"> • The usual Fire and Evacuation procedures must be followed • Oak bubble-assemble playground • Cherry bubble-assemble playground • Beech-assemble playground • Hazel-assemble football court • Willow-assemble MUGA • Sycamore- assemble bottom of field • Evacuation-all assembly community centre-outdoors • All pupil and staff socially distanced at all times
<p>Staffing arrangements</p>		<ul style="list-style-type: none"> • These will be reviewed on a daily basis by leadership team who will inform staff as required/if changes needed etc. • As far as possible there will be a DSL, Paediatric First aider and Head/Deputy on site at all times • Only staff who are fit and well will be expected to return to school on 7th September and attend for work



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		<ul style="list-style-type: none">• Staff who are considered vulnerable/living with someone who is vulnerable will be offered safe on site roles as far as is possible• If staffing levels fall to where the safety of children and staff cannot be assured the Head(in discussion with the Governing Body) will close the school• Where necessary the leadership team will seek further advice and support from external agencies for pupils with SEND and behavioural needs whose parents may /request to attend school• If staff (in discussion with the leadership team) believe/feel that a child is unable to follow and understand social distancing rules the Head will speak to parents regarding that child's attendance, a full risk assessment may then take place• All staff will discuss if changes are required to the school behaviour policy on 13th July and amend again if required ready for September start• Staff need to take responsibility for their own safety at all times in school and follow this risk assessment and guidance from the government website
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		<ul style="list-style-type: none">• Parents will be informed of arrangement/changes by letter from the Head• Staff will continue to plan for distance learning for those pupils not in school or are unable to attend school for health reasons. This will be reviewed daily by the leadership team and according to pupil numbers attending school, the school will have in place an online platform by October 2020
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