

Madginford Primary School

Return to school on 1 September 2020 – Full Return Stage Two Risk Assessment

Operational issues – H+S - Social Distancing in School – including: Access/Egress to the school building Movement around school Staffing and Administration Teaching spaces / bubbles Break times and Lunch time , First Aid & Medical Hand washing Vulnerable children Cleaning and Hygiene Safety Reporting a suspected case of COVID 19 Child showing symptoms of COVID 19 in school Emergency Procedures					
Activity	Hazard (something with the potential to cause harm)	Who can be harmed?	Risk (high, medium or low)	What is done now, that helps reduce the risk? (Control measures)	Is the risk still high, medium or low?
Access and Egress to the school building	Contact with others: Gates, car park, playgrounds, main reception	Children, staff and parents	Medium to Low	<ul style="list-style-type: none"> No parents allowed on school site without an appointment EYFS, Year 1 and Year 2 parents to drop off and collect at Merton Road Gates via a one-way system Year 3 to Year 6 parents to drop off and collect at Egremont Road Gates via a one-way system Year 5 and 6 may enter and leave site unaccompanied if written permission from parents is in place Only one parent to accompany child Each Year group of children to arrive and exit at staggered times 	Low

				<ul style="list-style-type: none"> • All EYFS, Year 1 and Year 2 children will be collected and dismissed by class bubble staff on the EYFS/Year 2 Playground (Water Block) • All Year 3 – Year 6 children will be collected and dismissed by class bubble staff on the Top Playground (Wheel Block) • All children will use hand sanitizers or wash their hands on entry and before exit • All class bubble adults to take hand sanitizers to the gate when collecting class at the start & end of day • One-way system in operation at both gates Barriers and signage to be erected at the gates to facilitate one-way system • Any late child (missing their start slot) must wait at home and call office for new start time). • All EYFS ,Year 1, Year 2 to access/leave building via classroom external doors • All Children on the ground floor of Wheel Block to access/leave building via classroom external doors • Year 6 pupils to access/leave building via doors nearest the hall • Children on top corridor (aside from Year 6) to access/leave building through doors to lower playground/field • School to inform Parents when Road Crossing Patrol will be available • Parents will be reminded to social distance • Parents asked to operate on a ‘drop and go’ and a ‘collect and go’ system • Children to only bring in essentials 	
Movement around school	Corridors and stair wells	Children and staff	Medium	<ul style="list-style-type: none"> • Staggered break times for all bubbles (Bubble is a Class Group of children) • Toilets will not all be allocated but will be cleaned throughout the day • Mounted wall hand sanitizers at all doors with signage • Fire doors should be propped open to increase ventilation and reduce contact • Housekeeper to clean throughout the day – contact points and toilets • One-way systems where possible • Class Bubbles to wait for corridor areas/stairs to be clear • All toilet use to be monitored by staff from bubble to ensure social distancing is maintained where possible. • Keep to left with 2m gap between the groups of children 	Low

				<ul style="list-style-type: none"> • Reminders given to distance and not touch walls, doors, displays etc... • Class bubbles will not move through other bubble / classrooms. • Staff can before / after the school day if they maintain social distancing with other staff. • Zones shall be shared at play, lunchtimes and for outdoor learning but with different timings for groups to use them. • Movement around the school will be minimised 	
Staffing & Administration	Offices, staff rooms, facilities	Staff	Medium	<ul style="list-style-type: none"> • All staff will follow social distancing rules with other adults • Main school office limited to 2 adults. PPA room limited to 1 adult. Conference area limited to 2 adults. Art area limited to 1 adult. Photocopier rooms limited to 1 adult • Staff room available but use minimised through staggered lunch times and breaks • Additional sanitizers shall be located next to shared items (photocopiers/kettles/printers/microwaves) • Staff to bring in and use own cups, cutlery • Staff to wash hands on entry and on leaving and throughout the day • PPE will be provided for staff upon request • Teachers Planning, Preparation Time can be taken off site on the allocated day • Office and staff room windows to be opened to increase ventilation • Well Being Action Plan to be reviewed and followed • Meetings shall be facilitated remotely where possible through Teams and Google Meet – where face to face meetings are essential numbers will be minimised and rooms selected to allow for social distancing • Staff to not car share outside of family groups • Maintain social distancing when getting in / out of car • Staff children – Morning Club/After School Club facility for staff • Review staffing levels and absence weekly (including catering and cleaning teams) • Review pupil numbers and absence weekly • Staff may take home shared resources and books when necessary • Staff may move between bubbles where necessary to ensure curriculum delivery is in place (this includes Specialist teachers, Sports coaches and supply teachers) 	Medium to Low

				<ul style="list-style-type: none"> • No Breakfast Club and After School Provision on the 1st September. This will be phased back. • No clubs on the 1st September. To be phased back. • Family Liaison Officer will plan and deliver interventions in consultation with parents (Risk Assessment in place) • Site will be closed to staff at 4:30 PM every day aside from Wednesday (5PM) to facilitate cleaning • Site will open to staff at 7:30 AM daily 	
Teaching spaces / bubbles	Classrooms	Staff & Children	Medium	<ul style="list-style-type: none"> • Bubbles will be maximum of a class of children • Consistent staff assigned to classes • Class Bubbles will use own indoor and outdoor teaching space • Unnecessary furniture stored within storage container • Soft furnishing and toys removed • Children should have own stationary items which will remain in their tray and will not be shared • Cleaning equipment will be allocated to each classroom including disinfectant, tissues, wipes and a lidded bin for disposal • Hand washing station will be in place in each classroom • Desks will be cleaned before and after eating if anybody sneezes/coughs and regularly • Lidded bins will be emptied throughout the day • Windows and external doors will be open to facilitate ventilation • Any shared resources used (such as PE equipment, plastic toys will be cleaned after use and stored for the required period before re use) • First aid supply will be provided for each bubble with PPE for staff if required • All toilet use to be monitored by staff from class bubble to ensure social distancing is maintained where possible. • Children keep to their desks when in the room wherever possible • Children will be seated forward where possible and side on 	Medium to Low

				<ul style="list-style-type: none"> • Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc...) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and reminders given / possible sanctions for non-compliance • Children to bring in and take home own water bottles each day • Children may take home reading books (these will on return remain untouched for 48 hours before re –use) • No assemblies, trips, visitors in school • Music lessons will be restricted to percussion instruments (drumming) in Term 1 and 2 and will then be reviewed. • One afternoon per week Year 5 and 6 will move from four Class Bubbles to 3 Class Bubbles per Year Group to allow for Specialist Teaching Time (French, Computing and Music). • Curriculum in September will be adapted for each Class bubble. Curriculum will follow a two-pronged approach: focusing on both well-being and catch up. 	
Break times and Lunchtime	Playgrounds Classrooms Field	Staff and Children	Medium	<ul style="list-style-type: none"> • Staggered break times and lunchtimes so bubbles do not mix • Bubbles will have an allocated outdoor area at lunchtime • Wooden playground equipment will not be used • Bubbles will be supervised by a Mid-Day Meals Supervisor at lunchtime or a TA • Children will eat lunch in their class bubble within a designated area of the hall • Children will have a cooked lunch or a packed lunch • Mid-Day meals Supervisors will carry first aid equipment • Children will use own allocated toilets at break time and lunchtime 	Low
First Aid/Medical		Staff and children	Medium to Low	<ul style="list-style-type: none"> • PPE advised to be used by adults if in close contact with children or an adult to protect themselves and the child • Grab bags to be updated for children in each bubble group and taken outside if evacuation as normal procedure • SLT to check number of First aiders in school each day • Reminder sent to parents to bring in medicine on 1 September 2020 • Medicine and HCP kept in classroom bubble where pupil is allocated (not office as usual procedure) for Term 1. 	Low

				<ul style="list-style-type: none"> • Teacher to ensure it is placed out of reach of all pupils (e.g. top shelf of cupboard). • All equipment will be cleaned after use and thoroughly dried before use by another bubble. 	
Hand washing	Hygiene	Staff and children	Medium	<ul style="list-style-type: none"> • Hand washing posters displayed around the site • Children to use hand sanitizer/or wash hands on entry and on leaving • Children to be directed to wash hands throughout the course of the school day including before eating and after eating, when using the toilets, when moving around the building, when using any shared resources • Teaching staff will use teaching resources to enable modelling of good hygiene • Hand washing station within each classroom • Lidded bin within each classroom emptied throughout the course of the day 	Low
Vulnerable children		Staff and Children	Medium	<ul style="list-style-type: none"> • EHCP– All RAs for vulnerable pupils and those with EHCP or 1:1 support will be shared with all staff working with these children. • The RA will cover the adults working with them also (e.g. frequency and supervision of hand washing, adherence to social distancing reminders) • All HNPs will be shared with staff working with these pupils and details on HNP will be followed • If pupils display behavioural needs that risk social distancing then full RA to be agreed with parents and monitored. 	Medium to Low
Cleaning (pupils off -site)	Surfaces and equipment	Staff	Medium	<ul style="list-style-type: none"> • Cleaners to use relevant PPE – aprons and gloves (disposable) • Cleaning in progress signage will be used • Cleaning will take place at the end of each school day after children have left • Stock will be replenished before the start of the school day (hand sanitizers) • Cleaners will be instructed on how to clean an area • COSHH Substances will be kept out of reach of children • Site Manager will ensure cleaning is in line with all updated guidance 	Low
Cleaning (following a suspected case of COVID 19)	Transmission	Staff and children	Medium	<ul style="list-style-type: none"> • Affected rooms will not be used until deep cleaning can start • Cleaners to use relevant PPE including eye protection and masks • Used items of PPE and cleaning materials will be double bagged and disposed of after 72 hours as per KCC guidelines • Cleaning in progress signage will be used 	Low

				<ul style="list-style-type: none"> • COSHH Substances will be kept out of reach of children • Site Manager will ensure cleaning is in line with all updated guidance 	
Reporting a suspected case of COVID 19 (not at school currently)	Transmission	Staff, parents and children	Medium	<ul style="list-style-type: none"> • If staff, parents or pupils have symptoms – stay at home and apply for a test. • Staff to follow normal absence reporting procedure • If the test results are negative affected persons can return if they are fit and healthy • Following a positive result, the school must be notified as soon as possible in order that the bubble can self- isolate • The school will inform bubble parents if a child/adult within the bubble displays symptoms. • School to work with Public Health England following Track and Test Procedures 	Medium to Low
Child showing symptoms of COVID 19 (in school)	Transmission	Staff, parents and children	High-Medium	<ul style="list-style-type: none"> • Child to be moved to isolation room • One in each block • Monitoring staff member to wear PPE • Parents to be contacted to collect • Parents of children within the bubble informed • Cleaning carried as per cleaning section above • School to follow Public Health England and DFE guidelines 	Medium
Emergency Procedures	Fire Drills, Lockdown, Evacuation	Staff and children	High	<ul style="list-style-type: none"> • Social distancing when lining up to be practised and discussed in class groupings for evacuation. • HT / SLT to lead evacuation as usual procedure with office team bringing out registers, grab bag, etc. • Lockdown as usual procedure • Each class bubble to talk and walk through emergency procedures/ fire drill when back. Use plans for exits displayed in each classroom. 	Low