



Risk Assessment- **Phased re-opening of school** (Covid-19)

School: Normanton All Saints CE(A) Infant School

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Control measures (Based on the DfE document: Restricting attendance during the national lockdown: schools. February 2021)

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Always keeping occupied spaces well ventilated.
- 8) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5, and number 7, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 8 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	Any visitors to school will need to sign in using the test and trace barcode. Staff or pupils unwell outside of school:	Directed by senior leadership team for all

	<ul style="list-style-type: none"> • Staff or pupils who are symptomatic (high temperature, loss of taste or smell, new persistent cough) should not attend school. • Staff or pupils who are symptomatic are not to return to work until they have been tested or they have finished their 10 day isolation. • Testing kits are available for school to issue to families where there is a risk a family will not receive a test. Pastoral team to deliver the test and post this following rigorous safety measures, gloves, mask, hand washing/gel disposal of used PPE. These will be recorded using the schools' template (see admin team) <p>Other members of the household (including siblings):</p> <ul style="list-style-type: none"> • Other members of their household (including siblings) should self-isolate starting from the day the individual symptoms started (or the day the test was taken if they did not have symptoms, whether this was a LFD or PCR test), and the next 10 full days. <p>Staff lateral flow testing:</p> <ul style="list-style-type: none"> • Staff who have chosen to participate in the lateral flow tests are to take their tests twice a week 4 days apart. • If a lateral flow test is positive the staff member is to have a PCR test and they are not to attend school until they have their test results or complete their 10 day isolation. • If a member of staff has two inconclusive results they need to have a PCR test before they return to work. • If a staff member is symptomatic they must book a PCR test and not use a LF kit. • Staff are to report their results to the school admin team and the NHS test reporting website. <p>Staff or pupil becoming unwell whilst in school:</p> <ul style="list-style-type: none"> • If staff/pupil becomes unwell during the school day with Covid symptoms they should be moved to the intervention classroom at the rear of school and the window and door should be open. • Staff to wear PPE including gloves, apron and face covering and remain at a safe distance. • Staff are aware of the risk should they have close contact with the child for example if they were distressed. • All staff / children remaining should wash their hands thoroughly and the classroom wiped down. • If the person needs the toilet they are to use the disabled toilet and disinfect this after use. 	<p>school staff, specifically pastoral team/office staff</p> <p>Engie cleaners</p>
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	<ul style="list-style-type: none"> • If there are any complications with breathing call 999 immediately. • Once the pupil/staff member has safely left school the intervention room is to be thoroughly cleaned. <p>Staff supporting someone who has become unwell: Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with the person with symptoms, even if wearing a face covering do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • They have tested positive from a LFD test as part of a community or worker programme. 	
2. Where recommended, use of face coverings in schools		
Who may be harmed?	Control measures / notes	Control measures by:
<p>Staff Pupils Wider community</p>	<p>The use of face coverings within the setting:</p> <ul style="list-style-type: none"> • Face coverings to be worn by staff on the doors at the start and end of the day. • Admin team are to wear face coverings when accepting deliveries. • Face coverings are to be worn when staff need to meet with parents and visitors in school unless they are able to maintain a 2m+ distance. • Face coverings are to be worn if staff are unable to maintain a 2m distance (adult to adult). <p>Access to face coverings:</p> <ul style="list-style-type: none"> • Staff can wear their own masks from home if they are changed and washed regularly. • School will provide disposable face masks for any staff who wish to use them. <p>Safe wearing and removal of face coverings:</p> <ul style="list-style-type: none"> • Hands should be cleaned before and after touching, (including to remove or put on) and the safe storage of them in individual, sealable plastic bags between use. • If a face covering becomes damp it should not be worn and the face covering should be replaced carefully. <p>Safe disposal of face masks:</p> <ul style="list-style-type: none"> • Single use face masks should be placed in a clear plastic bag, sealed and then placed in the bin. 	<p>Directed by the senior leadership team for all school staff.</p>

	<ul style="list-style-type: none"> Re-wearable face masks should be placed in a sealable plastic bag and should be washed after use. 	
3. Clean hands thoroughly more often than usual		
Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	<p>Good hand hygiene:</p> <ul style="list-style-type: none"> On arrival and exit of school Zoono hand sanitiser to be applied to all pupils/staff. Every classroom to have a hand washing station and hand sanitiser available at all times so that pupils and staff can clean their hands regularly. Children to wash hands before lunch/ snack/after visits to the toilet/ after any cough, sneeze etc. This should be for 20 seconds with warm water and soap then hand gel. Staff to support children who may not be able to wash their hands effectively. Staff to encourage children not to touch their face. Skin friendly cleaning wipes can be used as an alternative for pupils unable to use the handwashing / sanitiser stations. Staff to model, regularly talk about and promote good hand hygiene. Additional sanitizer stations are to be placed outside all toilets and in key touch point areas around school. Staff are to gel hands before entering a new room/toilet and again on exit. At lunchtimes / breaktimes staff are to gel before entering the room, wash their hands before touching key equipment e.g. kettles. 	<p>Directed by senior leadership team for all school staff, specifically pastoral team/office staff</p> <p>Engie cleaners</p>
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		
Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	<p>Good respiratory hygiene:</p> <ul style="list-style-type: none"> Hand gel/ tissues/ tissue bin/ soap available to all. Each classroom / learning space has an allocated labelled tissue bin (pedal bin). Good respiratory hygiene 'Catch it, Bin it, Kill it' practised in all groups by staff and children or cough/sneeze into the elbow (respiratory hygiene) Encourage children to respect each other's personal space. Staff to support pupils who may need support with this. Staff where possible to remain at a different height to children to prevent direct contact with a cough or sneeze. <p>SEND/ complex needs: Some pupils with complex needs will struggle to maintain good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory</p>	<p>Directed by senior leadership team for all school staff, specifically pastoral team/office staff</p> <p>Engie cleaners</p>

	stimulant should be risk assessed in order to support these pupils and the staff working with them. (this is not a reason to deny pupils face to face teaching.)	
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents		
Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	<ul style="list-style-type: none"> • Regular cleaning using antibacterial wipes/sprays at 'breaks' in sessions/ including staff lunchtime. • More frequent cleaning of touch points and key areas throughout the day. ABo to keep a record of when these touch points were cleaned. • Staff year groups are to have allocated toilets UFS (Hall) Year 1 (Ladies nr entrance) Year 2, male staff and admin (Disabled toilet) • Each class has their own toilets and pupils are not to use other classes toilets. • Full cleaning capacity delivered by Engie focusing on key areas desks, lights, sinks, toilets etc. • Refining the amount of continuous provision available to pupils, which will only include toys that can easily be disinfected regularly using appropriate detergents with limited soft furnishings. • Ensuring that provision used is disinfected daily using appropriate spray detergents. • Remove soft furnishings where possible or regularly apply the Zoono microbe spray. • Removal of 'soft' toys etc where cleaning is more complex • Practical sessions such as PE to take place wherever possible outside and apparatus / equipment should be thoroughly cleaned before it can be used by another bubble of pupils. • Anti-bacterial wipes/ sprays to be in each toilet, staff to be encouraged to flash wipe the toilet, taps and doors on exit. • UFS will have allocated times for each class to use the UFS outdoor area and this will be cleaned after use with the appropriate detergents. • Site (Inc. nursery) to be fogged weekly on a weekend using Zoono (specialist detergent) which lasts 28 days. • Children to have their own water bottle from home that goes home daily. • Lanyards are not to be worn and staff ID badges need to be attached to plastic clips. • Staff ID badges will be deposited in the red box each evening, disinfected and put in the blue for the next morning. 	<p>Directed by senior leadership team for all school staff, specifically pastoral team/office staff</p> <p>Engie cleaners/ Caretaker</p>

	<ul style="list-style-type: none"> Resources can be shared in bubbles these can be sprayed with disinfectant before home. Each room will have a book box for returned reading scheme books, each Friday these will be antibacterial wiped and left for the weekend. Each Monday they will be returned to the reading scheme. Library can continue for pupils in school, pupils return books to box one and pick a book from box two this can then disinfect for a week before going back into circulation. Staff will collect books from the reading scheme for children. Pupils will use their own exercise books however staff will not stick in success criteria stickers and marking will consist of verbal feedback annotations and a green or yellow dot to mark for the pupil where the verbal feedback was given and pupils to write their own date in their books. Staff will be strongly encouraged to mark their books on site and wherever possible complete live marking. <p>Nursery:</p> <ul style="list-style-type: none"> The nursery and the provision will need to be cleaned between the morning and afternoon session and after the afternoon session ready for the following morning / group of pupils using Dettol spray. 	
6. Minimise contact between individuals and maintain social distancing wherever possible		
Who may be harmed?	Control measures / notes	Control measures by:
<p style="text-align: center;">Staff Pupils Wider community</p>	<p><u>All clinically vulnerable children and adults advised to shield will not be allowed to come to school/work unless agreed by the SLT</u></p> <p>Classroom:</p> <ul style="list-style-type: none"> Children to be in classes of no more than 30 (39 in LFS in key worker groups of 13) Pupils will be in year groups hubs however we will endeavour to minimise the amount of contact between each class in the year group. Bubbles to have an allocated classroom which will remain the same. Same adult(s) to be based with the children, as far as possible, these stay the same during the day and subsequent days and each year group will have an allocated HLTA to cover PPA and staff absences. Children to have an allocated table space (KS1) Collective worship to take place in classrooms led by leaders over teams/pre-recorded or year group hubs. 	<p>Directed by senior leadership team for all school staff.</p> <p>All school staff.</p>

- Staff to monitor the number of pupils in the toilets and cloakrooms at one time to stagger the number of pupils using the area at one time in order to continue to promote social distancing.

Wider school:

- Breakfast club will be run on a basis of year group hubs with an allocated member of staff for each year group and the pupils will not mix with pupils from other year groups.
- Staggered playtimes and lunchtimes will be planned to avoid contact between bubbles.
- Each group to have an allocated outside play space.
- Parents are not to come into the classrooms to reduce contact and support social distancing and are to remain at a 2m distance at drop off and pick up times.
- Staff and parents will be asked to wear face coverings at drop off and pick up times.
- Lunches to be delivered to and eaten in the classroom with the other children in the group. An MDS will be allocated to a bubble (in which they usually work) and will stay with this bubble for lunch including serving meals and taking children out to play (to reduce transmission)
- Dinners will consist of hot food that will be pre-ordered by the children at registration and will be delivered to each classroom by staff.
- Used cutlery is to be placed in the allocated container by the pupils and then placed outside the classroom for the dinner staff to collect.
- Pupils to clean their own desk space once they have finished eating.
- MDS to clean the desk space once children have finished using wipes or spray.
- Reduced number of staff eating lunch at the same time (social distancing)
- Allocated spaces for each year group to reduce the amount of contact in staff rooms / communal spaces.
- Chairs in the staffroom cordoned off or removed to ensure distance is maintained.
- Staff to follow good hand hygiene when entering their allocated space to have lunch and to wash hands after leaving the space and returning to the classroom.
- One way system in school and in the school grounds to ensure social distancing
- Timetabled lessons which reduce movement around the school with allocated PE slots that allow for pupils to move to the PE space without passing through another classes space
- Office staff to deliver/collect register to reduce the risk of children mixing
- Staff to collect milk to reduce the risk of children mixing

- When WMS lessons resume peripatetic music teachers will be able to visit school they will deliver lessons from a social distance. Children will hand gel on entry and exit, music teacher to disinfect violins between sessions.

Toileting:

- Staff in each year group will have an allocated toilet that only they can use.
- Each class will have an allocated toilet that only they can use.
- Children must be toilet trained before returning to school as staff will only be allowed to facilitate intimate care duties for those with an EHCP/MSP or intimate care plan due to SEND.
- Children who have accidents/soil themselves (who are unable to clean themselves) will not be changed and parents will be contacted to collect them.
- Clothes returned from home from toileting incidents will be removed from their bags and placed in a class box, each Friday these will be sprayed and returned to the class stock.

Outside school:

- Managed drop off and pick up sessions, staggered to reduce numbers ensure small groups of parents especially in the EYFS come onto the site, whilst others wait for these parents to leave to avoid congestion in the outdoor area. Staff on the gates to communicate with EYFS staff to ensure congestion remains at a minimum. Staff also to reiterate to parents to keep a social distance at all times on site.
- Staff to be present on the gates to stop parents if the site becomes congested and ask them to wait until congestion is cleared before allowing them to progress onto the site. Ensure that staggered times are followed regardless of weather to ensure safety.
- One way system for parents for drop off/pick up leaving the site via the school field.
- Pick up and drop off points at main external doors (LH class entering through the office to reduce congestion at the Year 2 doors)
- Sprayed signs at drop off points to provide a safe distance for staff and parents.
- Parents asked to leave the premises once pick up/drop off is completed.
- Siblings to come to school and be picked up at the oldest child in the families drop off and pick up times (unless agreed by the SLT)
- PVI settings to collect via the office prior to LH bubbles leaving.

Behaviour incident:

- Physical team teach intervention only to be used as a last resort to keep the child/others safe
- Once the child is calm all members involved to wash their hands thoroughly/use hand gel.
- If any contamination occurs e.g. spitting staff member to go home and change.
- Area to be cleaned using cleaning products including chairs, tables any other contaminated surfaces.
- Pupils at risk of needing physical intervention have individual risk assessments in place.
- If the risk posed is too great the child will not be able to attend school at this time.
- Review the school's behaviour policy to ensure that it covers COVID 19 related incidents.
- If team teach needs to be used staff in the hub to do this to ensure the integrity of the hub. In emergency radio for support.

Communication between bubbles/hubs

- Staff to have walkie talkies that can be used to communicate during the school day when needed to reduce the need to move around the building during the teaching day.
- Use call button then say staff member's school name on the walkie talkie. Only use walkie talkies where necessary keep messages short, professional and concise.

Staff distancing measures:

- Staff to be reminded regularly about remaining at a 2m distance from one another wherever possible. A 2m/1m distance will be marked in the staffroom to raise awareness.
- When accessing staff rooms/ allocated spaces staff are to be seated and remain at a 2m distance.
- Staff meetings will take place virtually.
- If staff need to meet in person they are to meet in a well-ventilated room that allows them to be stood /seated at a minimum of a 2m distance e.g. the school hall.
- If the copier is occupied staff will come back when it is available.
- Staff to use the back entrance to enter and exit the building.
- Staff are to use their lanyards to indicate if they are in or out and staff names will be placed on the dinner registers for fire safety purposes.

Collective worship:

- Collective worship will take place virtually in classrooms or in the school hall in year group hubs with individual classes seated at a distance from one another. Year groups will not be mixed.

Visitors to school:

- Any visitors to the school will be asked to scan the test and trace QR code on entry and sign in and out of school.
- All visitors will be asked to clean their hands using sanitizer and will be asked to wear a face covering.
- School will support external agencies in their PPE requirements for visiting children in school e.g. SALT and EPS.
- SEND pupils will be prepared before a meeting so they understand the PPE their visitor may be wearing.
- Meetings with visitors will be limited and wherever possible by appointment only to allow an appropriate space to be available. Everyone present will be asked wherever possible to keep a 2m distance and wear a face covering.
- All areas used by visitors will be cleaned immediately after use.
- Wherever possible contractors will be asked to visit out of school hours and wear a face covering.
- Deliveries will be directed to the back of school and staff collecting these will wear face masks.

School office:

- Two members of the office team will be situated in the main school office and the third member of staff will have an office space created in the intervention space.
- The staff member using the intervention room as an office base will need to leave in the case of staff/pupil becoming unwell with Covid symptoms and the room to be thoroughly cleaned and ventilated before re-entry.
- The staff members in the main school office will sit at the furthest distance from each other (DSH on her current desk, SBeau on her current desk, LHu in the learning zone).
- Perspex screen fitted on LBo desk due to high traffic.

Fire:

- In case of a fire children and staff will evacuate the school following the fire safety procedure they will not follow covid restrictions such as the one way system as this may hinder their exit.
- Three designated meeting areas on the playground for each hub to avoid bubbles mixing in a drill situation.

7. Keeping occupied spaces well ventilated

Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	<p>Natural ventilation</p> <ul style="list-style-type: none"> • Windows open (in cooler weather windows should be opened just enough to provide constant background ventilation opened fully during breaks to purge the air in the space). • All windows can be open during the day but will need closing on a night • Internal doors open to assist with creating a flow of air • Exterior doors to remain closed at all times to reduce the risk of children absconding/intruders entering the building • If a child leaves the building follow the absconding policy • Each class bubble to have a walkie talkie. <p>Where possible:</p> <ul style="list-style-type: none"> • open high-level windows in preference to low level to reduce draughts • increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • provide flexibility to allow additional, suitable indoor clothing. • rearrange furniture where possible to avoid direct drafts <ul style="list-style-type: none"> • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	Directed by senior leadership team for all school staff. All school staff. Caretaker.

8. Where necessary, wear appropriate personal protective equipment (PPE)

Who may be harmed?	Control measures / notes	Control measures by:
Staff Pupils Wider community	<p>PPE will be worn:</p> <ul style="list-style-type: none"> • if a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents will be asked to collect their child from school • if an individual child or young person becomes ill with coronavirus (COVID19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used. <p>PPE includes gloves, aprons, disposable masks and/or shield. This is stored in the medical supplies box in the learning zone.</p>	Directed by senior leadership team for all school staff, specifically pastoral team/office staff.

9. Engage with the NHS Test and Trace process

Who may be harmed?	Control measures / notes	Control measures by:
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<p>Staff Pupils Wider community</p>	<ul style="list-style-type: none"> • Staff and children should book a PCR test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. • Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. • If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 full days from the date of that contact. • If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate at least from the day of onset of their symptoms and for the following 10 full days and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. • The period of isolation starts from the day when they first became symptomatic and the following 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate starting from the day the individual's symptoms started and the next 10 full days 	<p>Directed by senior leadership team for all school staff, specifically pastoral team/office staff.</p>
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community		
Who may be harmed?	Control measures / notes	Control measures by:
<p>Staff Pupils Wider community</p>	<ul style="list-style-type: none"> • Confirmed cases will be reported to the DFE and PHE. • The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their 	<p>Directed by senior leadership team</p>

	<p>advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive.</p> <p><u>Close contact means:</u></p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • been within one metre for one minute or longer without face-to-face contact • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane 	supported by admin team.
11. Contain any outbreak by following local health protection team advice		
Who may be harmed?	Control measures / notes	Control measures by:
<p>Staff Pupils Wider community</p>	<ul style="list-style-type: none"> • If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on • cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	Directed by senior leadership team supported by admin team
Other school factors to consider		
Who may be harmed?	Control measures / notes	Control measures by:
<p>Staff Pupils Wider community</p>	<ul style="list-style-type: none"> • No parents/volunteers in school at this time • No educational visits to take place off the school site 	Directed by senior leadership team supported by admin team