

**SCHOOL NAME: Furzedown Primary School**

**Risk Assessment and Action Plan**

**COVID19: Re- opening to all pupils**

**DATE: 1/09/20**

**Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Theme	Control Measures	Risk to Implementation	Risk Level	Action Required	Action Completed	Risk Level Post-Action
-------	------------------	------------------------	------------	-----------------	------------------	------------------------

			Pre-Action			
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Enhanced cleaning regimes.</li> <li>• One way systems in place</li> <li>• Designated toilet blocks for different year groups.</li> <li>• Parents stay off site</li> <li>• Drop off and pick times staggered and discrete according to year group</li> <li>• Timing change to allow for the sanitising of spaces.</li> </ul>	<i>Staff are unavailable</i>	H	Example:  Deep cleaning of all rooms.	Example:  1/09/20	Example:  L
			M	New toilets in KS1 completed and ready for September		L
			M	Organise storeroom as group room.		L
			M	Finish reorganising resources in the basement.		L
			M	Led lights replaced and defective lights in classrooms fixed		L
			M	.		L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	Spaces allocated per year group around the school to try and keep the bubbles as separate as possible.		L

<b>Emergency Evacuations</b>	Evacuation routes are confirmed and follow normal evacuation procedures and signage accurately reflects these.	<i>Current evacuation routes would cause multiple</i>	M	Revised evacuation procedure and share with all staff and children.	1/09/20	L
------------------------------	--	---	---	---	---------	---

	<p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>We will use the children's current PEEP Consideration given to PEEP – buddies are assigned</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff</p>	<p><i>groups of people to come into contact. More appropriate alternatives are possible.</i></p>		<p>Buddy system updated</p> <p>Fire drill.</p>		
	<p>Staff teams will take responsibility for cleaning the class bases.</p> <p>Cleaners will clean communal areas and toilet blocks.</p>	<p><i>Cleaning products in short supply</i></p>		<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		

	Adequate cleaning supplies and facilities around the school are in place.	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check completed regularly by HT.</p>		L
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Staff not in</i>	M	More staff take responsibility for cleaning in classes.		L
	Waste disposal process in place for potentially contaminated waste in medical room	<i>Exposure to contaminated waste.</i>	M	Waste bags and containers - kept closed and stored separately from communal waste		L

<b>Classrooms</b>	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Children forget to keep to system</i>	M	Ensure that all staff reinforce new routines.		L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Staff and children to have greater access to outdoor space and fresh well ventilated classrooms.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		L  M L	<p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul> <p>All spaces to be well ventilated using natural ventilation. Rooms doors to be left open, where possible to limit use of door handles and aid ventilation</p>	1/09/20	L  L L
<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO available remotely</li> <li>• Caretaker/site member</li> </ul>	<i>Paediatric First Aider unable to work on site for the 1st week of June.</i>	H	<p>Parents to be notified of any exceptional closures due to insufficient staff cover</p> <p>Partial closure for certain classes or part time classes</p>		M

	<ul style="list-style-type: none"> <li>Office staff member</li> </ul>					
	Approach to staff absence reporting and recording in place. All staff aware.		L	Remind staff of procedures		
	Continued remote provision alongside in-school provision if necessary.	No remote platform	H	<p>Remote working platform</p> <p>Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend school</p> <p>Continual monitoring for any changes in personal health of any staff working and pupils</p>	1/09/20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Classes close	L	Cover in place and specialist staff redeployed to cover classes	1/09/20	L
	Approaches for meetings in place. Meetings in teams.		L	<p>WhatsApp groups</p> <p>Zoom</p> <p>Google meet-ups</p> <p>Microsoft teams</p>	1/09/20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	Staff absence	L	TAs and other staff will be redeployed to carry out more cleaning tasks.		L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support		M	Staff are aware of available support and advice for schools and pupils available from Wandsworth.		L

	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<i>No tests</i>	<i>M</i>	Tests in school and tests sites identified.		<i>L</i>
	Return to school procedures are shared with all staff.	<i>No staff</i>	<i>L</i>	Shared timetables and adapted routines. Staff in set teams.		<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		<i>M</i>	Check with the contractor any requirements their employer has specified before visit. Share school protocols.		<i>L</i>
	Limit visiting adults	<i>Visitors want to come into school</i>	<i>L</i>	Remote lessons if needed.		<i>L</i>
<b>Group Sizes</b>	Staffing allocations to groups determined, to ensure consistency and solutions to insufficient staffing numbers.	Not enough staff in.	<i>L</i>	. Non-class based staff redeployed.		<i>L</i>

<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations</li> <li>Staggered or limited amounts of moving around the school/ corridors</li> <li>Classroom design</li> <li>Break and lunch times are staggered.</li> <li>Toilet arrangements are allocated</li> </ul>	<i>Parents do not stick to the times. Late children disrupt entry and late pick up causes supervision and staffing problems.</i>	<i>H</i>	Signage in place. Staff encourage children and adults to stick to allocated spaces and adapted routines.	<i>1/09/20</i>	<i>M</i>
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<i>Families ignore the advice.</i>	<i>H</i>	Parents advised to avoid public transport if possible and take precautions if it is necessary.		<i>L</i>
	Avoiding children and young people congregating and breaching bubbles.	<i>Large groups socialising and potential spreading of virus.</i>	<i>H</i>	Only one parent/carer accompany children and deliver them to the drop off point into the care of a teacher who will direct them to their home zone.		<i>M</i>
	Bubbles kept apart as far as possible	Bubbles too close and risk of spreading virus.	<i>H</i>	Handwashing and cleaning regularly	<i>1/09/20</i>	<i>M</i>
	Arrangements in place for the use of the playground, including equipment.	<i>Large groups socialising and potential spreading of virus.</i>	<i>H</i>	Staggered times and designated areas for different groups.		<i>M</i>
<b>Catering</b>	To minimise disruption in the dining hall and to keep the bubbles as separate as possible.	<i>School kitchen only open to bubbles.</i>	<i>M</i>	All children in nursery and reception to bring in a packed lunch.	<i>1/09/20</i>	<i>L</i>



	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		L	Children will eat in their Home zone for packed lunches and have designated areas in the dining hall if they take school dinners.	1/09/20	L
--	--	--	---	---	---------	---

<b>Response to suspected/ confirmed case of COVID19 in school</b>	If child or teacher has any symptoms they are to be sent home with a test kit or advised to get tested and not return until the results are either negative or for 7 days after if they are positive.	<i>No testing takes place. Children/staff come back too soon.</i>	H	Kits should be available in school and given out to anyone with symptoms. Bubble alerted.	1/09/20	
	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>Staff members/children are asymptomatic and spread the virus without knowing</i>	H	<p>Medical room isolation Use contamination bin All soft furnishings to be laundered and room disinfected. Inform all members of the team.</p> <p>Inform PHE for investigators to come in if there are more than 2 confirmed cases</p>	1/09/20	H
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CHILDREN away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>The school is not informed</i>	H	<p>Inform parents and staff as soon as confirmed. Home zone closed until thoroughly cleaned. Remind parents/staff of the need to inform school immediately and encourage them to get tested.</p>		M

<b>Pupil Re-orientation</b>  <b>back into school after a period of closure/ being at home</b>	Changes to the school day/timetables shared with parents.	<i>Parents unaware of the new arrangements.</i>	M	Share with parents /staff and children via email and text		L
	All students instructed to bring a water bottle each day.	<i>Children forget bottles</i>	L	Water provided and spare sanitised bottles given out.		L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Staff are unaware of issues.</i>	M	To deliver a planned set of PSHE lessons to all children. Providing opportunities for discussion.	1/09/20	M
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	<i>School is unaware of the familial position</i>	H	Regular checks with families considered vulnerable. Review of class lists to try and pick up any further families who have no previous history. Liaise with outside agencies ASAP. Invite families to apply for free school meals	1/09/20	M

<b>Transition into new year group</b>  <b>What will need to be different this year because of COVID19?</b>	Online/ website support for families and young people around transition.					
	Plan for transitions between school years. <ul style="list-style-type: none"> <li>EY to Primary</li> <li>Vulnerable children</li> <li>Children with SEND</li> <li>Physical and sensory needs, including adaptations, equipment</li> </ul>	<i>No internet connections</i>	M	Staff will produce videos welcoming children into their classes. Teachers are open to answering any queries. Staff use the phone		L
<b>Safeguarding</b>	Individual CHILDREN's risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	1/09/20	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Children and families struggle with mental health issues.</i>		Staff reminded of processes and procedures and the revised wellbeing material.		
	Updated Child Protection Policy in place.	<i>Families in need are missed.</i>	H	Vulnerable families contacted regularly (at least weekly)	1/09/20	M
	Work with other agencies has been undertaken to support vulnerable children and families.	<i>Families in need are missed.</i>	H	Home visits TAC and LAC meetings Mash referrals all actioned.	1/09/20	M
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Staff are anxious about physical contact</i>	H	Review individual consistent management plans to ensure they include protective measures.	1/09/20	M

<b>Curriculum / learning environment</b>	Revised expectations and adjustments have been considered.		<i>L</i>	Good communication.	<i>1/09/20</i>	<i>L</i>
	Revisiting areas of the curriculum and checking understanding Support to catch up where needed	<i>Lack of understanding of concepts</i>	<i>H</i>	Clear understanding of support needed		<i>L</i>
	Whole school approach to adapting curriculum			Learning mentor onsite to support.		
<b>CHILDREN with SEND</b>	Monitoring children closely and extra support from learning mentors where needed Annual reviews continue to be carried out Requests for assessment continue remotely	<i>Lack of staff</i>	<i>H</i>	Identify elements of provision and ensure staff are allocated to meet the need Remote meetings	<i>1/09/20</i>	<i>L</i>

<b>Attendance</b>	Approach to supporting attendance	<i>Vulnerable children do not attend.</i>	<i>H</i>	Vulnerable children picked up and monitored	<i>1/09/20</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Non-attendance</i>	<i>H</i>	Families of vulnerable children supported in getting their children into school. Involve outside agencies.		<i>M</i>
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Not picking up emails.</i>	<i>H</i>	Send information via alternative routes Text, WhatsApp, Phone		<i>L</i>
	Re-opening plans shared with governors.			Share		
	Communications with parents: <ul style="list-style-type: none"> <li>Plan for full re-opening</li> <li>Continue to provide remote access in case of illness</li> </ul>	<i>Unclear guidance from government. Last minute changes.</i>	<i>H</i>	Send clear letters explaining alternatives	<i>1/09/20</i>	<i>L</i>
	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Staggered start times</li> <li>Expectations when in school and at home</li> <li>Travelling to and from school safely</li> </ul>	<i>Children are not in the right place at the right time.</i>	<i>H</i>	Adults to ensure changes are clear and routines are adhered to.	<i>1/09/20</i>	<i>M</i>
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media	<i>1/09/20</i>	
	Meetings and decisions that need to be taken prioritised.	<i>Technology failure.</i>	<i>L</i>	Virtual governing body meetings		<i>L</i>

<b>Governors/ Governance</b>				Regular contact.		
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors are clear and understood.		<i>L</i>	Governors to agree plan and read through risk assessments.	<i>1/09/20</i>	<i>L</i>
<b>Finance</b>	Additional costs incurred due to COVID19 are identified		<i>M</i>	Carry out urgent electrical works that were identified as dangerous- in the recent fixed wire installation inspection, without having the time to get 3 quotes.  Making the driveway and playground surfaces safe. Stocking up on essential cleaning products.		<i>M</i>
	Any loss of income understood, including income from school clubs and afterschool care.	<i>Loss of income</i>	<i>H</i>	Make sure that governors understand the changes that may occur due to loss of revenue.	<i>1/09/20</i>	<i>L</i>