

Covid Risk assessment March 2021

The following document has been prepared by Dial Park Primary School to implement the changes imposed by the Government for full school opening in March 2021

Compiled by	James Clark	8th July 2020	
Agreed by	Karen Southwick	1st March 2021	
Updated	James Clark	13 October 2020	
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Lateral flow tests are now available for all staff to use. These can be collected from the school office. It is vital (but not statutory) that as many staff test twice a week in order to keep everyone as safe as possible. Please email the headteacher account with your name, date of birth, date of test and test result. Best time to test is Sunday night / Monday morning and then Wednesday night / Thursday morning.

From the 8th March all staff must now wear a mask when in communal areas of the the school. This is not statutory in classrooms but staff may chose to do so. Masks and visors are available in school.

Staffing

Issue	Things to consider	Actions we have decided to take
Staffing	All staff (barring those shielding) will return to work on Monday 8th March. Staffing levels will therefore resume to as they were prior to lockdown.	SLT have informed staff of the return to work date and have advised they are mindful of any restrictions they may face upon returning from holiday from outside the UK.
	Staff who are pregnant	As a general principal, pregnant women are in the 'clinically vulnerable' category & are advised to follow the relevant guidance
	Staff who are extremely clinically vulnerable or clinically vulnerable	Those staff in these categories are advised to take particular care. Staff who live with people in these categories can return to work. Any member of staff who has a concern needs to discuss this with a member of SLT and mitigating measures will be put in place where appropriate.
	Supporting Staff	School will explain to all staff on their return to work the measures that have been put into place. School will ensure the wellbeing and work/life balance of all their staff.
	Staff who present with symptoms.	Staff will not come into school if they have symptoms or are self- isolating due to symptoms in their household and will ensure they are tested at the earliest possible time.
	Staff who travel to work on public transport.	Staff have been advised to follow Government guidelines if having to travel into work using public transport.
	Staff Absences	SLT will resume covering absences in the same way it was covered prior to lock down. Where possible, staff absences will be covered within bubbles.
	SLT & Safeguarding	Either the Head Teacher, Senco, pastoral lead or key stage team leader will be available each day. A Safe Guarding Lead and/or Level 3 trained safeguarding person will be in school each day. Paediatric first aiders will be in school each day.
	Dress Code - taking on expectations around washing clothes once outside work environment	Staff will be encouraged to continue to wash clothes on a daily basis and wear clean clothes to work each day.

Supervision of Staff	SLT will be available throughout the day/week to discuss any problems or concerns arising.
How will you ensure that staff have time to spend together to de-brief and problem solve together?	There will be time before the children arrive and after the children leave to enable staff to de-brief on a daily basis.
How will you ensure planning time (for relevant staff) is timetabled into a working week?	Weekly diary meeting, staff meetings, weekly SMT meetings. PPA time as usual.
What training will be put in place for staff with regards to social distancing, maintaining 'bubbles'.	Staff will be informed on the social distancing rules and procedures put into place prior to them arriving at school. Staff will be reminded of these on a daily basis. All equipment to be cleaned between use with different pupils. Cleaners will continue to operate on a full day rotated shift pattern.
Therapists, Peripatetic Teachers & other support staff.	These staff must follow the school risk assessment. They should ensure they minimise contact and maintain as much distance as possible from other staff.
Volunteers	Volunteers may work at school and will follow the school's guidance to volunteering in school at this time. They will follow the same protocol set out for Dial Park school staff.

Children, Parents & Carers

Issue	Things to consider	Actions we have decided to take
Children	Dress code	Parents/carers will be encouraged to continue to wash their child's school uniform on a daily basis and wear clean clothes to school each day.
	Bringing items to school	Parents/carers will be informed these are to be kept to a minimum. School book bags may be brought to school containing communication devices, reading books and essential items their child may need throughout the day. Parents/carers will be informed that their child is NOT to bring in non essential items eg soft toys etc.
	Packed lunch	Parents/carers to be informed to send their child's lunch to school in a paper or plastic bag that can be disposed or a lunch box which will be taken home and cleaned daily. Ruck sacks are allowed but must be placed in the lockers.

Attendance	<p>It is expected that most children will return to education on 8th March 2021.</p> <p>School will communicate clear & consistent expectations around attendance to families.</p> <p>A small number of children may not return in line with public health advice.</p> <p>School to liaise with parents who have concerns about their child returning to school and advice on measures put into place.</p>
Teaching children who have not returned to school.	<p>In the event of children not returning to school, teachers will provide learning activities through Class Dojo or Tapestry and LBQ on a daily basis. We will also provide folders of work for collection where online issues prevail in specific homes. Vulnerable children will also be contacted weekly by phone call.</p>

Cleaning

Issue	Things to consider	Actions we have decided to take
Cleaning	Will you need to establish new cleaning routines as a matter of course?	<p>All staff will regularly clean surfaces throughout the day and especially before and after times when food is consumed. This will include the regular wiping of desks, chairs, doors, sinks, light switches & toilets.</p> <p>If the need arises, children will be taken to another area eg outside, to enable the cleaning of the area to take place.</p> <p>All staff will end each day with a 'clean down' in their classroom in addition (this is in addition to the cleaning staff carrying out their regular cleaning regime).</p> <p>Cleaners are rota'd to clean throughout the day.</p>
	Cleaning Staff	Cleaning staff will continue to do a more thorough clean of the classrooms, corridors & toilets both during and at the end of each day.
	How will you respond rapidly if area needs immediate clean?	Should an adult or child have become ill, then the area should be cleaned with normal house hold disinfectant (as per Government guidance). This will be carried out where possible by one person wearing appropriate PPE. In the event of a bubble closure due to a confirmed case the classroom will not be cleaned for 72 hours and the classroom will remain out of use.

Cleaning of toys & equipment	Certain resources that have been regularly used throughout the week eg toys will be placed in 'Milton' each Friday and left to soak over the weekend. Equipment must not move between bubbles. Outside equipment will be washed down at the end of each day.
Soft toys	Soft toys or other items eg scarves to be washed in the washing machine when deemed necessary.
Therapy/Sensory equipment	If equipment/resources cannot withstand cleaning & disinfectant between each use, these have to be kept to the use by one user or be left unused for 48 hours (72 hours for plastics).
Cleaning of PE equipment/apparatus	After use by each class, all equipment/apparatus used with be cleaned before being used by another class.
Public Health England	Revised guidance for cleaning non healthcare settings will be published by the end of the summer term.

Hygiene

Issue	Things to consider	Actions we have decided to take
Hand Sanitizer	What use of hand sanitiser will you make in school & where will it be?	Sufficient handwashing facilities are available throughout school. Hand sanitiser will be provided in classrooms and are provided at other designated areas throughout school.
Hands	Hand Hygiene	Staff & children will wash their hands <ul style="list-style-type: none"> • on arrival at school, • before & after eating • after sneezing or coughing • before leaving school at the end of each day. <p>Hand washing is NOT limited to the above times. Children will be encouraged not to touch their mouth, eyes and nose</p>
Respiratory Hygiene	Coughs & Sneezes	Staff & children will be reminded to use a tissue which will be put in the bin immediately after use. Bins will be emptied at the end of each and day on a more regular basis if needs be. School will continue to use the catch it, bin it, kill it approach.

PPE

Issue	Things to consider	Actions we have decided to take
PPE	When staff are to use PPE	<p>Staff will wear PPE if they are caring for a child who has become unwell with coronavirus symptoms while they are waiting to be collected.</p> <p>In these instances a face mask should be worn. If contact is necessary, then gloves, an apron and face mask should be worn and if there is a risk of splashing to the eyes (eg from coughing, spitting or vomiting), then eye protection should also be worn by the supervising adult.</p> <p>Daily PPE items eg gloves will still be worn eg when intimate care is being carried out.</p>
	PPE supplies	PPE has been ordered to ensure there is an ample supply for when school opens. Stocks will be closely monitored and the Business Manager informed when items have been used to ensure supply is always available.
	Providing appropriate training for staff to use the equipment well	A guidance sheet on how to correctly put on the PPE equipment will be available in each PPE box.
	Consider the extent to which PPE may be needed by site/cleaning/catering staff?	Gloves and aprons are available for staff to use at all times. Face masks are available should a situation arise where their use is required.
	Clinically vulnerable staff.	These members of staff are able to wear face masks if appropriate in discussion with head teacher.

Symptomatic Children & Adults – Test & Trace

Issue	Things to consider	Actions we have decided to take
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Symptomatic children	All staff must be aware of what to do and where to send the child if they develop symptoms	<p>Children who become ill will be moved to the old 2 year old room which is now the offerton child care room in the nursery office building. The area the child was situated will be left for 72 hours before being cleaned down.</p> <p>Parents/carers will be advised that their child has to stay at home and follow stay at home guidance. () and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)</p> <p>As is usual practise call 999 in an emergency, no one with coronavirus is to visit eg their GP.</p> <p>A box of PPE equipment is available at the office and also in every classroom.</p>
Symptomatic adults	Staff who become unwell with a new continuous cough, high temperature or loss of or change of normal sense of taste or smell.	<p>Staff will be advised to go home and stay at home and follow stay at home guidance. and should arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)</p> <p>As is usual practise call 999 in an emergency, no one with coronavirus is to visit eg their GP.</p>
Positive Tests	Staff or children in close proximity with someone who develops symptoms.	<p>School will send home those people who have been in close contact with a person who tests positive and advised to self isolate for 14 days from the day they were last in close contact with that person. In this case both adults and children with symptoms should arrange for a test. (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). Household members of those contacts who are sent home do not need to self isolate themselves unless the child or staff member who is self isolating subsequently develops symptoms.</p> <p>Close contact is defined as: Face to face contact with a case for any length of time within 1 meter including being coughed on, a face to face conversation or unprotected physical contact – skin to skin. Proximity contacts – extended close contact (within 1 – 2 meters for more than 15 minutes) with a case Travelling in a small vehicle, like a car with an infected person.</p> <p>Everyone must wash their hands with soap and water/hand sanitizer for at least 20 seconds after being in contact with someone who is unwell.</p>

Test & Trace	Local Public Health England Health protection team.	<p>PHE Greater Manchester Health Protection Team, 2nd Floor, 3 Piccadilly Place, London Road, Manchester, M13NB. Telephone 0344 225 0562 option 3</p> <p>School must contact immediately when someone who has attended has tested positive. They will also contact school if made aware of someone testing positive through test & trace. The health team will work closely with school to follow correct procedures. The health team will provide definitive advice on who must be sent home. A template letter will be provided to send home to parents/carers. School must NOT share names of person who tested positive (unless it is essential to protect others). In the event of an outbreak, schools will work with local health protection team who will advise.</p>
	Staff, Parents/Carers	<i>All must be ready and willing to book a test if they are displaying symptoms.</i>
	Symptoms	<p><i>Staff & pupils must not come into school if they have symptoms. They must be sent home if develop symptoms in school. Anyone who display symptoms can & should get a test (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing) or by telephone via NHS 119</i></p> <p><i>By Autumn term, settings will be provided with a small number of home testing kits they can give directly to parents/carers.</i></p>
	Staff, Parents & Carers must be willing to:	<p>Provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Test & Trace.</p> <p>Self isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</p>
	Tests	<p>Staff, parents/carers to inform school immediately with results of testing.</p> <p>Testing negative & feel well & no longer have symptoms similar to coronavirus, they can return to work.</p> <p>Testing positive, follow stay at home guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and must self isolate for at least 7 days from onset of symptoms.</p>

School Setting 'Bubbles' & Activities

Issue	Things to consider	Actions we have decided to take
Arriving at & leaving school	How will you manage the flow of children coming onto the school site?	Children will enter and leave the building through their designated door/gate, to ensure there is the minimal number of children arriving and leaving from one door/gate at all times. Children will be greeted in the playground by the staff as we have done this term and hand gel will be used before entering the building through their designated entrance.
	How will you manage the parents/carers to ensure that they socially distance?	Parents/carers/children will be asked to maintain social distancing at all times when bringing their children to and picking up from school. Parents/carers will be asked to stand on the blue lines / squares outside the school gates to ensure a safe distance is maintained. They will enter and leave the school site in the same way we have used during partial opening. Usual route into school but leaving through car park gates and down the long path leading to the front school gates.
	Start times	Children and parents will be able to enter school at 8:45 am. They are to go to the area near their entrance where they will be greeted and hand gel given to children who then enter the building. This is the same routine we have had during partial opening. Older children will be able to come to school on their own but if they cannot observe social distancing then they will ask to be accompanied by a parent / responsible adult. Parents are advised to be off the school site by 9:00am in order to not mix with the Lisburne children and families entering the school at that time. Children who arrive late to school will be asked to wait outside under the shelter by the main office until they can be collected and taken to class following the finish of Lisburne schools drop off. This will be at around 9:30.
	Finishing times	Children leave at 3:00pm through their allocated door/gate. Children who are picked up by their parents/carers will be handed to their parents in the normal manner. Older children will be allowed to walk home on their own as long as they adhere to social distancing rules. If they cannot manage this then they will be asked to be collected by an adult. Parents should not be on the school site before 2:45pm in order to not mix with Lisburne collection.
	Social distancing of parents/carers outside of the school gates.	Parents/carers who are bringing their children to and picking up from school will be advised to maintain social distancing at all times and will be reminded by a member of staff if they are not doing so. If this continues a member of SLT will speak to the parent/carer. Social distancing markers will be placed on the ground at all entrances being used.

Class room accommodation	Maintaining social groupings	<p>Whole classes will return to school on March 8th.</p> <p>Classes will stay in their bubbles and each key stage will share specific playground spaces on rotation but not at the same time. Key stage 1 trim trail. Lower key stage 2 bottom half of playground accessed through the year 3/4 door by Switzer / Earhart class and Upper key stage 2 top half of the playground accessed by the main door. The playground will be split in half by tape crossing from the climbing wall to the fence.</p> <p>Children and staff will remain in these bubbles throughout the day & during break times & lunch time play times.</p> <p>They will be in the same class and outside area throughout the day and each day. The same staff will work with these children daily throughout the week.</p>
Mini misin g Contact	Gatherings in communal areas.	On arrival at school staff to go to their classroom to alleviate gatherings in communal areas. The staffroom will not be available to use as a work area but can be used to store food and personal belongings in lockers.
	How will you use floor markings/signage to implement safe movement and in school?	Signs and labels are in school - teachers and children practise walking routes through the school in order to be safe.
	Measures within the classroom	Where possible avoid amount of face to face time, where possible position seating so children are side by side. Whenever possible, maintain a distance between staff/children, children/children & staff/staff. If possible and where feasible, reduce the amount of touch between peers, staff & children.
Moving around school	Consider how staff/children should move around school including possible one-way systems.	<p>Staff and children will stay in their own classroom & playground areas and will not be entering any other part of the building.</p> <p>Staff to remain in bubbles as much as possible.</p>
Break times	How will you organise break times to ensure that the groups remain distinct and separate from each other?	<p>Children will use the designated outdoor areas (see above) which will be timetabled for bubbles.</p> <p>There are multiple entrances and exits into the school and onto the playground which the bubbles will all use.</p>
Lunchtime	How many children can you safely accommodate within the dining room?	Year 1, 2/1 and reception only will eat in the hall on tables that are separated by over 2 meters. The rest of the school will eat their lunch in their classroom.
	How will you stagger lunchtimes?	Packed lunch grab bags will be provided for all children who have a school meal.
	Can a hot meal be provided to all attendees?	A designated time will be given for staff to pick up the school dinners for their bubble + MMS staff will help out.

Adult Break & Lunch times	Where will staff have their break and lunch times?	Staff will be able to use the staff room in shifts but should remain in their bubble wherever they can. Cleaning staff can be notified after each lunch break has finished in order to clean down for the next lunch group - where this is not possible then the staff should clean it down themselves. Teachers will ensure all staff receive a break and lunch time break. Guidance states a reasonable break, not necessarily the full 15 (break) & 30 (lunch) minutes.	
Air Circulation	How can we alleviate 'stagnant' air within bubble areas?	Staff will ensure spaces are well ventilated using natural ventilation Where possible, doors will be propped open.	
Communication	How will classes communicate?	Each class has their own phone. These will be used to communicate with each class and for the class to contact the office/SLT if the need arises. Mobile phones will be used to contact parents to limit traffic in the main office with a 141 prefix to hide their personal number.	
Assemblies	How many children can be safely accommodated within the usual assembly space?	Class assemblies (circle times) will take place instead of a wider number of children coming together.	
PE		Children to remain in bubbles when participating in physical activities. Contact sports/physical activity will be avoided. Wherever possible sports/physical activities will take place outside or large indoor spaces will be used. Due to the way we breath when participating in exercise, scrupulous attention will be paid to leaning and hygiene. Outside coaches will be used and social distancing will be maintained as much as possible. All additional activities ie mile a day, active phonics can take place as long as physical distancing is encouraged.	
Activities	Time Tables	Time tables will be made to ensure that bubbles are kept separate as much as possible.	
Extra Curricular Provision	Breakfast Club	See OOSS risk assessments.	
	After school Club		Breakfast club opens on the 8th March to the children of critical workers it will open to the wider community in due course.
			Outdoor after school clubs will resume in March.
Education	Residential visits	At this present time it is advised that residential visits will not take place.	

General Visits	Educational visits	Only outdoor locations will be visited where deemed to be safe.
Adult Toilets	Adult movement around school.	Bubble areas with a toilet can use this toilet. Other toilets will need to be cleaned after each use and the cleaning sign on the door turned around for the cleaners to know that they are to be cleaned. Sign turned around again once the toilets have been cleaned.
	Resources	All equipment can be shared by the children in the same bubble. Any equipment that is to be used by a different bubble must be cleaned beforehand – however, this should be avoided where possible.

Behaviour

Behaviour	Policy	We will follow the same behaviour policy. Sanctions will take place in classrooms where necessary using our restorative approach.
	Pupil Support Plans & Positive Handling Plans	These will be updated/amended where necessary. All staff working with the pupil will follow a clear and consistent approach to supporting positive behaviour.
	Expectations	Staff will be informed what behaviour expectations are and that they have understood this to deliver an consistent approach when working with individuals.
	De-escalation	These strategies are to be used with children displaying challenging behaviour and therefore a review of the plan at the start of the Autumn term would be beneficial. Focusing on stage 1 and 2 behaviours to ensure the behaviour doesn't escalate to stage 3 is paramount. Staff will move away from the child (where possible) or allowing them to access another space eg outside.
	Physical Intervention	Team Teach holds are only to be used as a last resort after all other avenues have been exhausted. No face to face positions are used when carrying out Team Teach physical interventions. Hygiene eg washing hands etc, will take place by all concerned after the physical intervention.

Safeguarding

Issue	Things to consider	Actions we have decided to take
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Safeguards	Children who have not returned to school.	Either pastoral lead / SENCO or class teachers will alternatively contact parents/carers of pupil's who have not returned to school by phone once a week. Pastoral lead or SENCO will continue to contact parents/carers of vulnerable children who have not returned to school weekly.
	Policies	The DSL will update/amend the safeguarding & child protection policy if and when deemed necessary.
	Welfare & Safeguarding concerns	The DSL & FLCs will liaise with all parties with regards to providing additional support of staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate.

General

Taylor Shaw	School's kitchen	The school's kitchen will continue to operate but must comply with the guidance for food businesses on coronavirus. Food will be bagged up and taken to classes, staff will then bring trays and cutlery etc back for washing. Dolce have a separate risk assessment for this.
Estate s	Contractors	It is recommended that as far as is possible, contractors attend school at times when the children are not present. Contractors will follow the school's regime for cleaning and hygiene.

....AND FINALLY - It has to be remembered that the children who are returning to our schools will have had a wide variety of experiences, as will our staff.

At all times we must treat both groups as 'humans' first and staff/learners 'second'.

Staff will need guidance & support to develop an appropriate set of activities to help them 'find their way' back into learning, whilst absorbing the new routines of school life.

Please consider carefully as a leadership team how you will achieve this.