

MASTER Risk Assessment

Location / Site	Insert location and site where activity taking place
LOUGHTON SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
LOCKDOWN 2.0	
Assessment date	Insert date when assessment is being carried out
2.9.2020 amended 06.11.20	
Assessment serial number	Insert local serial/identification number for future reference
#03	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

[New guidance issued by the government was issued on 05/11/2020 based on new national restrictions. This has been used to amend the existing risk assessment. All additions will be made in green.](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

LOUGHTON SCHOOL PLAN

- The government and MK local authority have stated that all children should be back to school in September.
- We intend to have children in class bubbles of 30/31 with a permanent class teacher (this will include job shares).
- PPA cover will be shared between two classes with one member of staff moving between the two bubbles.
- There will also be a larger year group bubble for playtimes and Wrap-Around care.
- Each class will also have another adult assigned to them where possible. Where possible, they will not mix with other bubbles and if they have to it will be in the same year group.
- Staff will be expected to remain in year group bubbles when they have a break. There will be set break out rooms for them. Anyone who does not adhere to this expectation could face disciplinary action.
- Where there is a child with an EHCP they will have the support they need in class or in one of the smaller SEND bubbles we will create for their recovery curriculum.
- The school will be deep cleaned on a Friday after school and Monday before school due to the cleaners working hours. Staff will not be allowed on site during the weekend.
- Year 4, 5 and 6 will return to school on Monday 7th September with staggered starts to the morning.
- Year 3 will start Monday morning at with a staggered start.
- New children in year 3 with EHCP with start on a set day with a reduced timetable due to their SEND need. Other children across the school with EHCP's will be risk assessed and the correct support will be put in place for them to return to school. This again may be a reduced timetable to start with.

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Guidance for full opening dated 28/8/2020 has been used to write this risk assessment.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The section THE SYSTEM OF CONTROLS: PROTECTIVE MEASURES HAS BEEN USED TO SUPPORT THE PLAN BELOW. THE NUMBERS MATCH THE NUMBERS OF THE SECTION OF ACTIONS SCHOOL MUST TAKE ON **PAGE 8 & 9** OF THE DOCUMENT.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to someone being in school who has the virus or a member of their household has the virus resulting in direct/indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>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.</p> <p>7) WHERE NECESSARY, WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <ol style="list-style-type: none"> 1. No-one should enter the school building if they believe they have symptoms of the coronavirus or have tested positive in the last 10 days. This applies to if anyone in their household has symptoms or has tested positive in the last 10 days. 2. If people are not sure they should stay at home and go and get tested straight away and NOT come into school until they have the test results back. <p>The next section has been lifted directly from the government document guidance-for-full-opening-schools</p> <p><i>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive while not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</i></p> <p><i>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</i></p>			

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. They will need to use the female toilets next to the hall. These will then be shut off immediately and cleaned immediately after the person has left.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)

1. The medical room is the designated area anyone showing symptoms should be taken to. If someone in there, they should be asked to leave immediately.
2. Children should wear a face mask and adults should wear a visor when taking a child/adult displaying symptoms to the medical room.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing and contact in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate	

detail about the type and location of controls

6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.

1. Children will remain in class bubbles of 30/31 with the same class teacher/s all the time (except PPA cover). Wherever physically possible these bubbles will not mix.
2. The same members of staff will be assigned to these children and stay with these children throughout the day. They will not mix with other bubbles or staff within other year groups at break times. They will use the assigned room for their break times.
3. All staff will challenge anyone they feel is not adhering to the risk assessment and report this to the senior leadership team if appropriate
4. Smaller SEND bubbles will be created so these children receive the intervention they need to support their learning daily. These groups will be attached to one class for PE/games outside as the staff running these bubbles have not had PE/games training.
5. The children will also be in a larger year group bubble when needed. This will be at playtime and if they attend Wrap-Around. They will all go out to play together but will stay in an area set out for their bubble.
6. The children will not sit facing each other in the classroom.
7. Children who are classed as extremely, clinically vulnerable and have been shielding must have their own desk. A screen can be used on the desk so they can communicate with their peers still.
8. Children will be told when they have a child or adult in their class who has been shielding, so the children know that they must maintain social distancing measures.
9. Staff within the classrooms, will make sure the children only move around the room when it is absolutely necessary i.e. going to the toilet.
10. Children will be reminded to respect everyone's personal space.
11. Remove excess furniture to increase space if space to do so
12. The children will have their own pencil cases with everything in it they need. Books should be given out when the children are not in the room so as to reduce contact. The children will use the same desk every day. Should children need to change desks, this will be done on a Friday, after school, ready for Monday morning.
13. Cloakrooms need to be monitored carefully as some are very narrow. There should be no more than 2 children in the cloakroom at any one time outside of the staggered entry and exit times.
14. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)
15. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. Each child will have one printed on their desk to remind them, where possible. If not, they will be placed around the room for the children to see.
16. If children cannot adhere to charter they will be spoken to by a senior leader and their parents will be phoned.
17. Year 3's planning is based on the children getting to know each other and child led activities. This means in those classrooms social distancing will be more difficult and the children will not always be working at a desk. This is part of the recovery curriculum aimed at this year group specifically because they have lost 6 months of infant based learning.
18. Lessons planned will consider social distancing guidelines if the children need to work in a group.
19. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction. Over the shoulder marking should be limited to reduce contact as stated in the guidance. This should definitely not be face to face. Verbal feedback should be used for the majority of lessons. There is no expectation for all lessons to be marked. Key lessons should

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- be marked to help the children move on with their learning, again this can be done verbally. Whole class marking can be completed occasionally and where appropriate.
20. Mark out an area for the staff member leading the group – 2m distancing at front of room. When moving around the room everyone in the bubble to make sure they are aware of social distancing measures and keep to these as much as possible.
 21. Children to only bring the essentials to school. They need a snack, water bottle, packed lunch if they are packed lunch, hand sanitiser and their reading folder. They need to dress depending on the weather.
 22. On days where children have PE/ games (1-hour lessons) they can come to school PE ready.
 23. School clothes should be worn and where possible changed every day to minimise the risk of germs spreading. We have no way of monitoring this, unless it becomes obvious, so we will have to trust parents.
 24. Drawstring cotton bags will be encouraged over larger sized rucksacks as these can be easily machine washed or sprayed with anti-bacterial / disinfectant spray.
 25. Windows will be open all the time for ventilation. Fire doors will not be propped open due to health and safety. Children are allowed to wear additional clothing to ensure that they remain warm during the school day. These layers should be underneath their school uniform. There is guidance to suggest a workplace setting should not be below 16°C. This will be monitored regularly by the thermometer in reception.
 26. Some clinically vulnerable members of staff and children may wear a visor when working with the children or their peers. If another member of staff needs to complete an observation on another teacher, they will need to wear PPE equipment whilst doing so and be placed in the doorway to keep their distance.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</p> <p>4) ENSURE GOOD RESPIRATORY HYGIENE BY PROMOTING THE ‘CATCH IT, BIN IT, KILL IT’ APPROACH.</p> <p>5) INTRODUCE ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.</p> <p>6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.</p> <p>1. Children to use year group toilets. The toilets that are shared between year 5 and 6 will need monitoring to make sure there is always only one child in there. Touch points are being</p>			

- cleaned throughout the school day.
2. ~~Only one boy and one girl allowed to go to toilet at a time – middle sinks closed for handwashing~~
 3. Children to not go in the toilet if another child is in there. LSA’s will need to keep an eye on the toilet situation to make sure this is happening. They will also need to clean the handles regularly.
 4. Hand gel used after toilet use as well as washing hands
 5. Extra Signs in toilet re washing hands. Signs have also been placed to remind children not to ‘queue’ for the toilets.
 6. Extra soap and wipes ordered to ensure we do not run out. This is the responsibility of the site team.
 7. Toilets cleaned throughout the day, by the site team, to make sure hygiene levels are kept to a high standard. LSA’s in classes to also give the doors a quick wipe when they know a child from their class has used the toilet.
 8. Children will be encouraged to go to the toilet before breaktime or outside lessons, so they do not have to enter the building once outside. This will need to be on a rota basis.
 9. Hand dryers will be used. The toilets are sanitised daily by cleaning staff but we also have the addition, fairly uniquely in our school, of having room sanitisers in each of the toilets (and Medical Room) that continually sanitises the room using sanitised plasma air that touches the surfaces in the room 24/7 continually killing germs, bacteria & virus components and preventing them from replicating. There will also be paper towels if people wish to use them.
 10. Staff will also be required to ensure they do not cross paths with others ~~operate a one in one out system~~ in the staff toilets.
 11. Children and staff will be encouraged to wash their hands/sanitise their hands regularly.
 12. Children will be encouraged to use the ‘catch it, bin it, kill it’ approach in the classroom. It is the responsibility of the class teacher to inform the site team if supplies of tissues or hand gel is getting low.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</p> <p>6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.</p> <ol style="list-style-type: none"> 1. 2m social distancing, where possible, will be in place at all times on the school site due to the number of people who may be there at any one time. 			

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2. Parents now should wear masks near the school gates and must wear them whenever entering school site.
3. Parents will be allocated a drop-off and pick up slot. Year 5 and 6 will use the main entrance to come into school. Year 3 and 4 will use the side entrances on Paynes Drive.
4. Year 5 parents are only allowed on to the bottom playground when collecting their children. Year 6 parents will not be allowed on site to limit the number of people on the school grounds.
5. Year 3 and 4 parents ~~will be encouraged to watch the children enter the classroom from a safe distance on the field and then leave the grounds quickly. Only one adult will be allowed to accompany the children on site.~~ No parents will enter the school gates in the morning. Only a certain number of families will be allowed on site at any time. There will be a queuing system in place that is 2m apart, when possible.
6. Parents will be strongly advised to walk and not use a car.
7. At pick up times parents will enter the school via the double gate on Paynes Drive and be asked to make their way onto the field. The children will be brought out in small groups to them. As soon as their have their child they will be expected to leave the grounds via the main gate or side gate on Paynes Drive. Year 5 and 6 children will be encouraged to walk/cycle home.
8. Any parents who refuse to follow the safety guidelines will be asked to collect their child at a set time that is after all the other children have gone or possibly be banned from the site.
9. Signage for parents and children displayed around the school where needed.
10. Members of staff will be on duty to supervise. SLT will be on the radio if support is needed.
11. There will be cones on the floor outside the classrooms, so the children know how to line up. ~~Teacher to wait until most children are there before going inside.~~ Teachers or LSAs will open the door at 8:30, 8:45 and 9:00 for 5 minutes each. There will be a 10 minute window where the doors will remain closed and late arrivals will be asked to enter at the next slot. This will allow for increased teaching time and limit the amount of time the door is touched. Wipes to be near the door to make sure they are cleaned regularly by those adults opening it.
12. Children to use hand gel before they enter the classroom.
13. Children who are classed as extremely clinically vulnerable will use the main reception to enter and exit school. They will also have a different time to arrive and leave to limit the number of people they come in contact with.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of contact during playtimes resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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- 3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL**
6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.

1. Each class will be allocated their own area to play in. Areas will be marked out, so the

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- children know. **Walking across others allocated areas is not permitted.**
2. Staggered playtimes will take place. 10am and then 10.20am. **Playtimes are protected and opposite year groups should not be out at the same time.**
 3. **Each LSA needs to take out a first aid kit and radio (or be near one)**
 4. The LSA attached to the class will be on playtime/lunchtime duty with the children to minimize the mixing of bubbles.
 5. Reduced playtime equipment – hard surfaces and can be easily cleaned. We will create 16 baskets which will be assigned to each bubble. They can also be used for PE and games lessons too.
 6. No use of the trim trail
 7. Games discussed which encourage social distancing and non-contact games
 8. Staff supervision throughout – actively encouraging and reminding of non-contact games
 9. Children to line up in their pens ~~and be collected by the class teacher.~~ **before walking back to class.**
 10. One class to go in at a time to reduce the mixing of bubbles.
 11. Children to use hand gel after break time before entering the classroom.
 12. Staff will be allocated an area to relax in so bubbles do not mix.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of social distancing and contact when eating lunch and during play at lunchtime resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL
6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.

1. Lunch boxes will be stored in the cloakroom, but a 1 in 1 out system will operate when the children need to collect them or put them away.
2. Each class has its own lunchtime supervisor to risk bubbles mixing. This will be the LSA attached to the class they are in **or a MDS who is specifically attached to that class / two classes.**
3. Children will be asked to wash their hands/sanitise their hands before eating lunch.
4. All rubbish will need to go back into the children’s bags to limit them moving around the classroom.
5. Children to stay in their chairs at their own desk whilst eating lunch.
6. If it is a nice day, children to eat their lunch outside for a change of scenery and to get some fresh air.
7. Hot school dinners will be taken to the classrooms by **MDS lunch duty staff made up of the leadership and pastoral teams** who are not attached to bubbles during the day. They will leave the meals outside the class so as not to mix the bubble. **This applies to all year groups.** ~~Year 6 children will still eat in the hall all facing the same direction. They will sit on class~~

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<p>tables which will be distanced from each other.</p> <p>8. Trays will be stacked by the MDS outside the classrooms and returned to the hall. to minimise children leaving the classroom.</p> <p>9. The hall will not be used for lunch times. apart from year 6.</p> <p>10. Staff will be allocated a space to eat their lunch and relax in so bubbles do not mix.</p> <p>11. Each class will be allocated their own area to play in. Areas will be marked out, so the children know.</p> <p>12. Staggered playtimes will take place. 12.15pm & 12.50pm</p> <p>13. The LSA or MDS attached the class will be on playtime/lunchtime duty with the children to minimize the mixing of bubbles.</p> <p>14. Reduced playtime equipment – hard surfaces and can be easily cleaned. We will create 16 baskets which will be assigned to each bubble. They can also be used for PE and games lessons too.</p> <p>15. No use of the trim trail</p> <p>16. Games discussed which encourage social distancing and non-contact games</p> <p>17. Staff supervision throughout – actively encouraging and reminding of non-contact games</p> <p>18. Children to line up in their pens before they are led in. collected by the class teacher.</p> <p>19. One class to go in at a time to reduce the mixing of bubbles.</p> <p>20. Children will sanitise their hands before entering the classroom.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>2) WHERE RECOMMENDED, USE OF FACE COVERINGS IN SCHOOL</p> <p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</p> <p>5) INTRODUCE ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.</p> <p>6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.</p> <p>1. Children staying in their classroom and accessing outside from classroom door</p> <p>2. One child going to toilet at a time</p> <p>3. Messages to office via walkie-talkies. These must be wiped down at the end of each day. Walkie-talkies will need to be shared as we do not have enough for one per class. A pack of wipes must be kept with them at all times so people can wipe them down. Messages over the radio should specific e.g. This is a message for X I need some support with behaviour /emergency help for a medical need / to query something etc.</p> <p>4. Agree instructions with children concerning going and returning to toilet</p> <p>5. Children must not move around the school in a group. There should be no need for them to</p>			

- move around the school as we will not be having assemblies as a whole group.
6. Staff to be careful when moving around the school. They must try and keep 2m away from each other unless that person is in their year group bubble and then this can be reduced to 1m if it is necessary i.e. the break space is quite small, they need a confidential conversation. **Visors and face masks may be worn when entering pinch points such as at the front door, the photocopiers or walking down narrow corridors.**
 7. Communal doors and spaces will be cleaned regularly throughout the day by the site team.
 8. Assemblies will not take **place in the hall but class assemblies are essential.**
 9. PE will not take place indoors.
 10. If staff need to speak to someone in the main office they need to ring the bell at the window to gain attention. They must not walk into the office unless they are invited to do so. Emailing would be the best approach. Staff must sanitise their hands before entering if they have to.
 11. If staff need to speak to someone in the 'fishbowl' they must stand at the door and not enter the office until they are invited to do so. Emailing would be the best approach. Staff must sanitise their hands before entering if they have to.
 12. ~~There will be a rota in place to use the photocopiers and there should only be one member of staff at the photocopier at a time.~~ Before and after using the photocopier, they must sanitise their hands and wipe down the areas they have touched on the photocopier. **There should only be two people at the photocopiers at any given time.**
 13. Safe wearing and removal of face coverings must be used when wearing them. See further guidance for this on pg11 of Guidance for full opening schools.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL 5) INTRODUCE ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.</p> <ol style="list-style-type: none"> 1. Children to use the same equipment. They will have their own pencil cases so they do not need to share this equipment. 2. Children to use the same electronic device every time they need to use one. Numbers to be recorded by staff on day 1. Devices must be wiped down before the next class use them 3. Tubs of resources for groups can be shared within the same bubble of 30 but this really needs to be limited. It should be cleaned after. Extremely, clinically vulnerable children will need their own equipment as they cannot share with others. 4. Classrooms to be cleaned in the afternoons/mornings by the cleaners. 			

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5. Lessons planned for children to have their own resources where possible. Anytime the children need to share resources they must sanitise their hands first before touching the equipment.
6. Year 3 will be sharing resources due to the nature of the curriculum planned. This needs to be monitored carefully and LSA's attached to the classes may need to clean it when it has been used.
7. Resources on tables ready for lesson and not distributed within the lesson
8. Equipment that need to shared across a year group must be left unused and out of reach for a period of 48 hours (72 for plastics) between different bubbles.
9. Children encouraged to wash hands / use hand gel before lessons and after each lesson
10. Books to remain in school to be marked – verbal feedback can be given, and children can write VF on the page. Some activities can be marked as a class to begin with, so the children are marking their own work. They can use the yellow and green pencils in their pencil cases.
14. PE equipment needs to be limited – cross country and fitness activities that do not require equipment should be used during the first half term.
15. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport.
11. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.
12. The library will be closed for the first few weeks until we can sort out a system that allows the children to take out a book, return it and it be cleaned/left for a period of time before being returned to the shelves.
13. Home/school reading books will be chosen on a Monday and returned at the end of the week to a box that will then be kept separate for 72 hours before the books become live again. Book boxes are being moved into classrooms so teachers can monitor this.
14. Children to come to school PE ready on the days they have PE/games for an hour.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>2) WHERE RECOMMENED, USE OF FACE COVERINGS IN SCHOOLS.</p> <p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</p> <p>6) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.</p> <ol style="list-style-type: none"> 1. Risk assessments will be completed on individual children needing 1:1 support before they come into school. 2. Those children new into year 3 with behaviour needs will be introduced on a reduced 			

- timetable with key members of staff working with them.
3. Only staff who feel comfortable working with the child once they have seen the risk assessment will be asked to work with them.
 4. Those children will be educated outside of the bubbles if we feel this is right for them.
 5. Some children may have a reduced timetable to begin with.
 6. Restraint will not be used on a child as no-one has an up-to-date Team Teach certificate. Team Teach de-escalation strategies will be used by the pastoral team if a child becomes distressed. Parents will be called and asked to come in and calm the child down.
 7. If a child is deemed too dangerous to be on-site i.e., they bite they will be home schooled to start with
 8. If a child runs staff will follow and observe from a distance making a judgement call on the walkie talkies.
 9. Transition of some EHCP children may start in July. This will be after the children have left and on a Tuesday before the deep clean.
 10. The LA will be contacted for support and guidance if we feel we need it with some of our new children. Parents will also be consulted.
 11. Staff working with 1:1 a child may wear visors if they wish to do so.
 12. Staff should be regularly sanitising their hands and the child's hands.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

- 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 AND BLEACH.**
 1. Classrooms to be cleaned daily – deep clean on a Friday evening and Monday morning.
 2. The site team to be cleaning communal areas and bathroom doors regularly during the day.
 3. Staff to clean kettles and fridge doors regularly in communal areas. **Site and cleaning team to ensure that supplies are topped up each day.**
 4. Offices/sanctuary to be cleaned regularly, especially after a meeting has been held in them. Staff in offices to do this during the day.
 5. Hand gel dispenser or a hand gel station outside of all classrooms inside and outside.
 6. Hand gel order in large quantities
 7. Tissues available in classrooms – all classrooms must have a bin inside it. These need to be emptied regularly.
 8. Tissue order in large quantities

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9. ~~Outside sinks to be used. These will be by the year 3 and 4 toilets, year 5 and 6 toilets & year 6 courtyard area so the children can use it on arrival to school and after playtime.~~
10. Children hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. Soap dispensers around the school will need to be checked twice a day. Each classroom will have their own bottle which will need to be topped up regularly. This is the responsibility of the teacher.
11. Staff to wash hands/sanitise hands on a regular basis
12. Use the basins in the shared areas.
13. Washing hands posters replaced in all washing areas
14. Reminders how to wash hands properly – videos and posters
15. Procedure agreed for children to wash hands so thorough hand washing
16. Clothes to be changed daily or washed every other day.
17. **Gloves are not to** be worn in the school by staff or children. This is using the DfE guidelines as well as the World Health Organisation.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. All surfaces, handles, toilets, and shared equipment will be cleaned each day using the chlorine mix we currently use.
2. PPE will be worn by all cleaning staff if there has been an outbreak in an area of the school.
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
4. Soft furnishings and soft / cloth toys will be removed from use in classrooms
5. ~~Deep cleaning of classrooms as used by the Keyworker and year 6 children before re-opening.~~
6. Whole school to be cleaned over the summer holidays and staff limited to when they can come into school because of this so as not to contaminate areas that have been cleaned.
7. Cleaners to return to work before the school re-opens to clean all areas.
8. Deep clean to take place on a Friday after school and a Monday before school.
9. The correct cleaning products will be used as per guidance given around COVID 19.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate
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	detail about the type and location of hazards
Risk of cross contamination through direct and indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Where possible peripatetic teachers will be encouraged to teach via an online platform to reduce the risk of cross contamination of schools.</p> <ol style="list-style-type: none"> 1. Peripatetic teachers will enter school with a face mask or clear visor on. They will be asked to sanitise their hands as soon as they enter the building and then go and wash their hands. They will use one room and remain in this room unless they need to use the toilet. 2. The children will have 1:1 session. or a group session if they are in the same class together. 3. Social distancing of 3m will always be in place and windows will be open. 4. Children will not be allowed to borrow instruments. 5. SEND outside agencies will only come onto site if the work they need to do is urgent for the child. They will be asked to follow number 1, 2 and 3 above. 6. If contractors need to come onto site this will be done outside of school hours if possible. If not, they must not have contact with the staff or the children. The site team must deal with these contractors. They will be expected to follow the hygiene systems put in place. 7. Supply teachers will only be used if we are desperate and cannot cover in-house. 8. See all the above sections where the system of controls listed in the document produced by the DfE have been listed. 9. Prevention is key and numbers 1-4 of the list from the DfE will be in place all the time. <p>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.</p> <p>3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL</p> <p>4) ENSURE GOOD RESPIRATORY HYGIENE BY PROMOTING THE ‘CATCH IT, BIN IT, KILL IT’ APPROACH.</p> <p>5) INTRODUCE ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS AND BLEACH.</p>	

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
Existing level of risk	Consider current level of risk

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HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. The majority of children and staff should be able to return to school.</p> <p>2. Individual risk assessments should be conducted for the following: <i>Staff and children in the clinically vulnerable category or who are statistically at higher risk due to gender, age or ethnicity;</i> <i>Staff and children who live with someone who is clinically extremely vulnerable;</i> <i>Staff who are pregnant;</i></p> <p>The next section has been lifted directly from the government document Education and childcare settings: New National Restrictions from 5 November 2020</p> <p><i>Clinically extremely vulnerable children and staff</i></p> <p>Children <i>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</i></p> <p><i>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</i></p> <p><i>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</i></p> <p>Staff <i>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</i></p> <p><i>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</i></p> <p>Clinically vulnerable staff and children <i>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</i></p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All children must return to school unless they clinically extremely vulnerable in accordance with public health advice. 2. We have not mixed the class this year so the children will know each other. 3. The children will have had a week of transition activities with their new class teacher to get to know them. 4. New year 3 children will have had some transition work although this will have been limited. 5. Those children who display high anxiety will need to be sat near the class teacher or the other members of staff in the class so they can access pastoral care when needed. 6. The pastoral team will be on hand to support the children when needed. 7. The new behaviour plan in line with COVID 19 and safety measures will be explained to the children on their first day back. 8. Year 3 will start later on the Monday so the pastoral team can help settle the rest of the school. 9. Guidance to parents written by the schools Educational Psychologist will be sent home in July to support parents preparing their children for the return to school. 10. The first week back will be ‘Take One Book week’. There will also be activities that focus on teaching the children how to socialise again face to face, self-regulate and physical activity. 11. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 12. If a child becomes too distressed parents will be contacted to come and support or take the child home. 13. Face masks will not be worn so a sense of norm is created in the classroom. 14. Afternoon breaks will be scheduled for year 3 in the first few weeks of term to help settle them into the new routine. 15. Other classes may wish to add an afternoon break if they feel the children need one on an ad-hoc basis. They must radio round and make sure no-one else is outside before doing this and they must use the space their bubble has been assigned to. <p>Hypnotherapist and pastoral sessions will resume in Autumn 2 with children who are most in need.</p> <ol style="list-style-type: none"> 1. Staff and children will be asked to sanitise their hands as soon as they enter the room. They will use one room and remain in this room unless they need to use the toilet. 2. The children will have 1:1 session. or a group session if they are in the same class together. 3. Social distancing of 3m will always be in place and windows will be open. 4. Records of these sessions will be kept for track and trace purposes 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE


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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All staff will be expected to return to work except those who are clinically extremely vulnerable with a supporting medical exemption certificate or government letter. Pastoral support will be on offer for those who have not been in the building since March. Staff can also use the counselling service we pay for to get additional support. 2. The school insurance offers a counselling service that most staff can access. 3. A risk assessment will be written for those staff who are classed as clinically extremely vulnerable. 4. Lori, our Educational Psychologist, is running a session about returning to school after a pandemic on one of the inset days that all staff can attend. 5. Staff to come in the clothes they feel comfortable in (not blue denim jeans). These must be changed daily though. 6. There will be additional adults in each classroom for support. 7. Teams meetings will happen weekly, and all staff can access these, so they know what is being said. 8. SLT will be in daily discussions about the changes that may need to happen. T & L will meet weekly for the first three weeks to discuss how things are going and if any changes are needed. 9. To begin with there will be a reduced workload on staff until we are happy with the provision in place. Staff will be on high alert and will need to relax in the evening and weekends. 10. During lockdown 2.0 staff are encouraged to leave the building by 4:30pm. All staff meetings will be collapsed or take place via teams. 11. Adaptions will be made for some staff who need them based on medical advice. This will need to be in writing to RG. 12. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible. The risk assessment will be reviewed again in light of any significant advice or changes from the government. 13. Designated “staff areas” areas for different groups of staff so that we are still maintain some level of social distancing and the bubbles are not broken. 14. Staff to wear PPE equipment when dealing with a child who is showing symptoms of the virus in school. The child will also need to wear a face mask. Where possible medical attention will be given at 2m. 15. PPE equipment will be stored in each classroom so that staff do not have to leave to attend the child. This will also prevent other staff going into the bubble. 16. Staff can wear face coverings in communal areas if they choose to do so. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Response to any infection – a confirmed case amongst the school community or a local outbreak.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. If there is a confirmed case amongst the school community, the class bubble and any children identified via track and trace linked to this case will be closed and will be asked to self-isolate for 14 days. If there is a child who has been identified at risk outside of the class bubble (e.g. from a pastoral session) they will be telephoned directly to explain why we are also asking them to self-isolate. Those areas will be condemned and then deep cleaned using PPE equipment and strong cleaning products after 72 hours. All other areas within the wider year group bubble will have enhanced cleaning but do not need to close. 2. We will engage with the NHS track and trace process 3. If there is a local outbreak will take advice from the local health protection team and shut the school if we need to. If this happens, we will go back to providing remote learning on the Padlet pages. 4. We will follow the guidance in the ‘Guidance for full opening; school’ document as well as direct parents to Loughton School’s ‘What to do checklist’ 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor’s comments		Insert comments relevant to findings as appropriate	
<p>This risk assessment follows the guidance that has been produced by the government. The measures that have been put in place are to limit the spread of the virus as much as possible.</p>			


Name of assessor	Signature of assessor	Date
Rebekah Green Head teacher		02/09/2020

Governor’s comments	Insert comments relevant to assessment as appropriate
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This comprehensive risk assessment has been developed to keep children and staff as safe as possible as they return to school. We encourage everyone to work with us and follow the control measures put in place.

I have read the amendments to the risk assessment and I am happy with them.

Name of Chair of Governor	Signature of CoG	Date
Sandy Blackledge		11/9/2020

Risk assessment reviews	06.11.2020
Governors signed off	11/9/2020 for update lockdown 2.0
First day implemented	
Second day implemented	
First week implemented	
Second week implemented	