

# COVID19: Full Opening Risk Assessment and Action Plan

**SCHOOL NAME:** Birchwood Junior School

**Executive Headteacher:** Mrs Tracey Bowman

**Head of School:** Mr Matthew Davies

**Chair of Governors:** Mr Brian Main

**DATE:** 01/09/2020



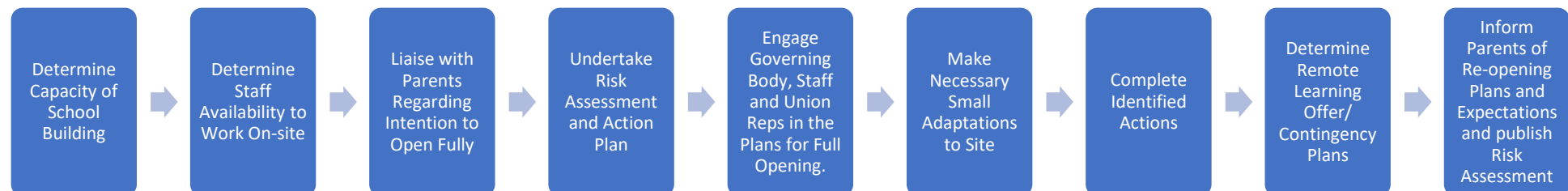
## Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full 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
- First Aid Policy
- Safeguarding & Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## Steps of Full Opening Preparation:



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*\*The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Preparing Buildings and Facilities</b>	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Care Taker could be unavailable.	H	Source alternative suitably trained person or share staff across the federation	22/05/2020	L
			M	MD & AS to Carry out a formal / recorded full pre-opening premises inspection.	01/09/20	L
			M	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.	Summer 2020	L
		<i>Food remaining in freezer.</i>	M	Determine with the school meals service how left over frozen food should be dealt with and action as appropriate.	02/09/2020	L
	Office spaces re-designed to allow office-based staff to work safely.					

		Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. New office areas set up to accommodate staff. Limit number of staff into the school office.	20/07/2020	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.	Bottlenecks likely at reception entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. No parents' carers to be in reception area. Parents given alternative methods to contact the school.	20/05/2020	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed  No lettings for the academic school year.	01/09/2020	L
	Consideration given to the arrangements for any deliveries.	Potential bottleneck within school entrance. Social distancing unlikely to be maintained.	L	Deliveries to take place through the storeroom near the car park only. Limit contact with staff and children.	20/05/2020	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building</i>	Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure and share with all staff and children.	01/09/2020	M

	<p><i>calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	<p>M</p>	<p>Fire drill to be completed to practice the routes.</p>	<p>01.09.2020</p>	<p>M</p>
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>.</p>			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (Cleaners &amp; Care Taker) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>		

	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Current cleaning schedule potentially inadequate for the current measures.	M	Devise new cleaning schedule and provide more cleaning hours.	M
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception.  Classrooms do not have tissues.  Low supply of soap.	M	Hand sanitiser available at the school entrance and various points across school.  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Stock check and ordering schedule reviewed and order made.	20/05/20  M
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5:00pm time in order for cleaning to be undertaken.	L
	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately	M

				from communal waste for 72 hours		
	Process in place for safe removal and/or disposal of face masks.			Waste collections made when the minimum number of persons are on site (i.e. before/after normal opening hours).		
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	Class 12, 11 & 10 are an issue with cleaning due to the area.	M	New flooring and decorating to those classrooms to enhance cleaning and classrooms to be decluttered.	Summer 2020	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	Bottleneck near upper school entrance. Social distancing unlikely to be maintained.	M	New routes determined and children/ staff to use fire exits when entering classrooms and exiting classrooms.	01/09/2020	M
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Inappropriate sized equipment for smaller children in Classroom 4.	L	Move 10 smaller chairs from cabin to accommodate 15 children.	20/07/2020	L

	<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</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>	<p>Soft toys, cushions and beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>M</p> <p>L</p>	<p>Minimal soft furnishings in classrooms.</p> <p><b><i>e-Bug posters displayed:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i><u>Horrid hands</u></i></b></li> <li>• <b><i><u>Super sneezes</u></i></b></li> <li>• <b><i><u>Hand hygiene</u></i></b></li> <li>• <b><i><u>Respiratory hygiene</u></i></b></li> <li>• <b><i><u>Microbe mania</u></i></b></li> </ul>	<p>20/07/2020</p> <p>17/05/2020</p> <p>Updated 01/09/2020</p>	<p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>			<p>All desks to face forwards.</p> <p>Clear routes around the classroom established.</p>	<p>03/09/2020</p>	<p>L</p>
<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>	<p>Inadequate First Aider cover.</p>	<p>H</p>	<p>6 Full First Aiders qualified to cover the school</p>	<p>25/05/20</p>	<p>L</p>



	<ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>					
	Approach to staff absence reporting and recording in place. All staff aware.	COVID-19 symptomatic	H	Clear procedures in place.  Follow government's test and trace.	01/08/2020	M
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	TA was shielding and will return to school, this year group are less likely to socially distance.	H	Arrangements made to support year group who are more able to socially distance and kept to one bubble.	01/08/20	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.	Staff sickness	L	HLTAs and two qualified teachers in school to cover where necessary.  HoS & DHT available to cover where necessary.	01/09/2020	L
	Approaches for meetings and staff training in place.	Increased contact from mixing bubbles throughout the school at Staff PDMs.	M	Some PDMs to take place via Microsoft Teams and use of the webinars to support CPD.	01/09/2020	M

	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>					
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from LCC, SAS including the Educational Psychology service</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>		
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>			<p>All staff clear of the procedure needed to access COVID-19 testing.</p>		

	The approach for inducting new starters has been reviewed and updated in line with current situation.	Three new teachers and 1 sport's apprentice.	L	Induction clear and procedures in place to support new staff. Procedures in place and informed on training days.	01/09/2020	L
	Return to school procedures are clear for all staff.	Two members of staff have not been in school since March 2020.	L	Clear procedures in place. Staff inducted again during training days.	01/09/2020	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Gardening, water/electricity contractors complete safety checks of school.	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	17/05/2020	M
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Periplectic Teachers entering the school building.	M	Visitors to complete short survey on their health. Temperature of visitors to take place and visitors to sign in. Visitors to leave their phone number/email address for track and trace.	01/09/2020	M

<b>Group Sizes</b>	All children are included in distinct groups/ 'bubbles' that do not mix.	In 3 form entry primary school, toilet block shared by both classes.	M	Bubble set at the size of Year Group.	L	01/08/20
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>	3 Form Entry curriculum means multiple points within the school for when practical lessons take place.	L	<p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p>Clear timetable in place for each year group.</p>	03/09/2020	L

	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Pupils parents/carers congregating outside school near the Youth Centre.	M	On arrival, children move straight to "Upper School Playground" and line up in their classes for rest of class to arrive/class to begin.	03/09/2020	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Unable to get in contact with parent/carer.	M	COVID- 19 response initiated.  Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations	01/06/2020	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	L	Assemblies are within year group bubbles and weekly assembly via Microsoft Teams.	03/09/2020	L
	Social distancing plans communicated with parents, including approach to breaches.					
	Arrangements in place for the use of the playground, including equipment.	Lower and Upper school resources for outdoor play.	L	Each bubble to have their own outdoor equipment. Equipment to be cleaned and sanitised by MSAs.	03/09/2020	L

<b>Catering</b>	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.	3 form entry school, children could mix between year groups.	L	Staggered break and lunchtimes. Each year group to have a specific timetable.	03/09/2020	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Lack of PPE.	M	Adequate sources of PPE when needed.	01/06/2020	L
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.	M	Remote learning contingency available and ready to be 'switched-on' when needed.	01/09/2020	L

<b>Safeguarding</b>	Consideration given to any CP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CP's risk assessment to identify any support or arrangements needed for their return to school.	01/09/2020	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	New staff starting at the school.	L	All Staff refresher training session on processes and procedures and the revised wellbeing material.	01.09.2020	L
	Updated Child Protection Policy in place.			Reviewed & Adopted most recent Child Protection Policy	01/09/2020	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	CIN/TAC Meetings.	L	Where possible these meetings to take place virtually.	01/06/2020	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Child portraying extreme behaviours.	M	Review individual consistent management plans to ensure they include protective measures.  Positive Behaviour Management policy updated.	02/06/2020	L

<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	Children with displaying extreme behaviours	M	Behaviour policy updated.  Individual risk assessments completed and clear communication with parents/carers.	01/06/2020	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> <li>• PE – including no contact sport</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>	3 Form Year groups and cross contamination on equipment.	L	Clear timetable in place to support each year group.  Equipment equally resourced for every Year Group.	01/09/2020	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> </ul>	Children have not accessed learning since March 2020.	H	staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.  DHT is not class based so as to manage support/catch up groups.	Ongoing	M



	<ul style="list-style-type: none"> <li>utilising the DFE 'catch-up' funding and programmes</li> </ul>			<p>Intervention room created to support children with EHCP targets.</p> <p>Direct work/CPD with St Christopher's school to support SEND children.</p> <p>School has signed up to the National Tutoring Scheme.</p>		
	Student behaviour policy reviewed and reflects the current circumstances.	Children displaying anxiety.	L	Access to a range of therapies. Behaviour policy updated.	01/06/2020	L
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Children not attending due to anxiety or adults self-isolating.	M	Attendance officer to work with families. Remote learning provided. Reduced timetable implemented.	03/09/2020	L
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Holiday during term time and persistent absence.</i>	<i>M</i>	<i>Attendance policy and criteria clearly defined to parents/carers. Follow attendance measures.</i>	<i>03/09/2020</i>	<i>L</i>

	Meetings and decisions that need to be taken are prioritised.					
<b>Governors/ Governance</b>	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	New governor.	L	Induction to be given and clear role given to new governor.  Appoint chair and vice as well as teams. Learning walks in place to support staff.	14/09/2020	L
	Governors prepared for start of school year (clerking, etc).	Initial Governors meetings and ratifying of policies.	M	Governors meetings to be completed virtually via Zoom.	20/07/2020	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Three trips including residential in September 2020.	M	No school trips to be organised before January 2021.  PGL trip moved to July 2021 Rand Farm Residential moved to March 2021.	01/09/2020	L
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.	Mixed children within Buttons Club.	L	Children to be located with siblings and kept to their bubbles where possible.	07.09.2020	L

### Suspected or Confirmed COVID-19 Case at school.

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Member of staff to get tested</li> <li>- Inform parents/carers to get child tested.</li> </ul>	HOSs/EHT	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents (Parent Mail) – general information about sickness etc. and the key next steps e.g. closure of a bubble.</li> </ul>	HOSs, SBMs; Site	
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> <li>- Inform parents/carers to get child tested.</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> </ul>	Families  SBMs  Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / SLT Cover</li> <li>- Where too many – partial closure for certain year groups/merging of two classes/ or part time / AM / PM classes</li> </ul>	SHOSs/EHT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	HOSs	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SENCO Team; FSW	
Staff with health issues (e.g. Heart/breathing)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	HOSs/EHT  Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HOS</li> <li>- Inform staff member to get tested.</li> </ul>	HOS	
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Consider working from home</li> </ul>	HOS	

Kitchen shut down	- Parents to provide packed lunches	HOS; Families	
Site team shortage	- Discuss with cleaning contractor cover arrangements in good time	SBMs	
Leadership shortage	- Access via phone	SLT; Staff	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency - Use of answerphone and regular monitoring of messages	SBMs, HOSs	
Long period shut down	- Continue learning activities through website and Parent Mail, Twitter - KS2- work to be sent home - Microsoft Teams to be used for learning.	SLT; Staff	Staff to take in turns to tweet daily activities for children to do at home

## Birchwood Junior School- Preventing and Managing Sickness Information for staff.

All users of the building are asked to follow the following guidance:

### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell
- ✓ If you are displaying COVID-19 symptoms, please remain at home and organise a test.
- ✓ Please try to limit contact with adults within the school and be aware of numbers of adults in common areas.



### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not enter the school if you are displaying COVID-19 symptoms

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

## Birchwood Junior School - Preventing and Managing Sickness

# Information for staff, visitors and building users.

We are currently operating increased precautions in place to ensure the effective prevention of the spread of COVID-19.

All users of the building are asked to follow the following guidance:

### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ Have your temperature taken before entering the school building
- ✓ use hand sanitiser gel in the reception area before entering school
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin straight away and wash your hands afterwards
- ✓ try to avoid close contact with people who are unwell
- ✓ Please can visitors leave their phone number and email address due to track and trace.



### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss)

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

