



This risk assessment has been produced using the Government DfE Guidelines ([protective measures](#)) with some initial items specific to Netherthong in Red. The risk assessment works on the basis that all children in the year groups will return to school, although we know that this may not be the case.

The RAG (Red, Amber, Green) rating raises points in amber to be aware of *and *does not mean that the guidance cannot be met.**

Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.				
Protective Measure	Action(s) Required	Person Responsible	Action completed Yes/No	Level of Risk once Action(s) completed
Children to return to school from June 1 st in the following order – Reception, Year 1, Year 6	<p>The following dates and reasons are when children will return to Netherthong Primary School. Children of Key workers will continue to be cared for</p> <p>Reception – Wednesday 3rd June <i>Major build works to be completed on Saturday 30th May. There is not enough time to prepare for the return of the children on 1st June. Time for room preparation.</i></p> <p>Year One – Monday 8th June <i>We want time to settle Reception into routines and check that our systems are working and make any alterations necessary</i></p> <p>Year 6 – Wednesday 10th June <i>As above for Year one, as we introduce more children into the building.</i></p> <p>Surveys to be sent out to parents to ascertain the numbers of children likely to be in school so that the planning below can be adjusted where necessary</p>	SLT		
Fire Safety and Lock down	Staff to review the fire safety documents for areas in which they will be working	SLT		
First Aid	A First aider will look after the child. Gloves etc will be used Staff will comfort children. If a child is feeling unwell the guidance below for COvid 19 will be followed.	All Staff		

<p>organise small class groups, as described in the 'class or group sizes' section in the guidance</p>	<p>All staff to have read and understood the guidance</p> <p>Reception, Y1 classes to be split into three groups of 10 and Y6 into two groups of 15</p> <ul style="list-style-type: none"> Class teachers to group the children 	<p>SLT</p> <p>Class teachers</p>		<p>*</p>
<p>organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible</p>	<p>The 2m guidance can not be kept due to the building constraints</p> <ul style="list-style-type: none"> Maximum available space will be kept between children <i>avoiding contact with anyone with symptoms</i> <i>Frequent hand cleaning and good respiratory hygiene practices</i> <i>regular cleaning of settings minimising contact and mixing</i> <p><u>Key workers</u></p> <ul style="list-style-type: none"> To use the hall which will be divided off from the Y1 group (Y3 /4 toilets to be used) <p><u>Reception</u></p> <ul style="list-style-type: none"> Reception classroom, library (furniture to be removed) and replaced with tables from the classroom) Class 1 classroom to be used form Reception (Reception toilets to be used) <p><u>Y1</u></p> <ul style="list-style-type: none"> To use class 2 (Class 2 toilets to be used) 3 & 4 classroom (Y3/4 toilets to be used) <p><u>Y6</u></p> <ul style="list-style-type: none"> Y5 & 6 classrooms will be used. (Y5 & 6 toilets will be used) <p>Children should only be allowed to go to the toilet one at a time and 'service' staff to check that hygiene has been followed.</p> <p>Staff to reorganise the classrooms accordingly and member of SLT to check it is compliant with the guidance.</p> <p>Staff without a class group (bubble) will be stationed outside each work area to support and service the 'bubbles' supporting and directing children to the toilets re hygiene etc maintaining</p>	<p>SLT</p>		<p>*</p>

	their social distancing and using PPE for any first aid etc. Also to support the teacher with resources/washing etc.			*
Refresh the timetable:				
decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors	Staff to be given guidance on what type of lessons/activities are appropriate via staff meetings Staff to coordinate the use of outdoor areas via timetable/ email/ walkie talkies Staff to submit a brief plan of activities to SLT to check compliance each week.	All staff SLT		
use the timetable and selection of classroom or other learning environment to reduce movement around the school or building	See above.	All staff		
stagger assembly groups	No assemblies to take place			
stagger break times (including lunch), so that all children are not moving around the school at the same time. Tables to be cleaned between groups.	Walkie talkies to be used at break time to ensure no group is moving at the same time as another group Break times to be staggered by timetable so that all children can wash their hands when they come back in. and after any time they have been outside. Lunch time - All children to eat their lunch in the class area for that group. Kitchen to be asked to provide packed lunches/ food suitable for carrying around school. Lunchtime supervisors to be allocated to two class bubble and therefore lunchtimes staggered and staff following hygiene rules in between each group Children will need to bring a water bottle into school on the first day that is clearly labelled. The bottle will be wiped down and then will remain in school.	All staff Kitchen		
stagger drop-off and collection times	Y6 to use class 5/6 entrance. Children to be dropped off at the school gate 9.20- 9.30am Pickup 3.05 - 3.15 Y1 to use Y2 and main entrance and Y3/4 entrance depending on which area the child is in. 9.00 - 9.10am Pick up 2.50 - 3pm Reception to use Y1 and Reception entrance 8.50 - 9am	Parents All staff		*

	<p>Pickup 2.40 – 2.50pm</p> <p>Notices for where parents to stand to be displayed on the playground where the teacher will collect them.</p> <p>Parents to be told to enter the school groups through the main gate and then to cross the footpath into the playground and leave their child with the teacher and leave the grounds immediately via the back of the playgroup and via the cobbled footpath. The same at the end of the school day</p>	Caretaker		
plan parents' drop-off and pick-up protocols that minimise adult to adult contact	<p>One adult per child and no siblings to be brought to school</p> <p>No adult to enter the school</p> <p>Adults to wait outside in their allocated time and maintain the 2m social distance rule</p> <p>Parents/ children should not remain on any of the school grounds after pickup or drop off.</p> <p>Protocols to be shared with parents prior to opening</p>	<p>Parents</p> <p>SLT</p>		
in addition, childcare settings or early years groups in school should:				
<p>consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p> <p>consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>	<p>See above</p> <p>Staff will not use outdoor equipment</p> <p>Only equipment available in the class area to be used and washed at the end of each day.</p> <p>All tables etc. will be deep cleaned each night.</p> <p>All large indoor play equipment will be cleaned each day</p>	<p>All staff</p> <p>Caretaker</p>		
remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	All soft furnishing and small play equipment that is hard to clean to be removed and stored in the shared area downstairs and cordoned off or in the staffroom.	All staff caretaker		
remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	See above			

consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)	Parents to be encouraged to walk to school and to maintain their social distance and to be aware of other residents in the village via a letter	SLT		
Communicating your plans				
tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))	Letter to parents & see Health section Signs to be displayed at the entrance to school asking all suppliers to ring the office before entering the site. Office staff to ask if they are displaying symptoms. Kitchen deliveries always to use the kitchen door.	SLT		
tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Letter see above			
tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Letter see above			
make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Letter see above	SLT		
also think about engaging parents and children in education resources such as e-bug (https://www.e-bug.eu/) and PHE schools resources (https://campaignresources.phe.gov.uk/schools)		SLt		
ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel	Letter see above	SLt		
talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival	Virtual staff meeting to be held. Staff to be included in the development of this plan	SLT		

and departure times), including discussing whether training would be helpful				
communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	Contact kitchen/ cleaning/ caretaker PPE supplies to be purchased Checks carried out that we have enough supplies – caretaker to report to BM	BM Caretaker		
discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	As above	BM		
Keep cohorts together where possible and:				
ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Children will be split into groups of 10 or 15 and will not mix.	All staff		
ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,	The same staff will remain with the group, although this may be a Teaching Assistant working under the direction of the teacher A lunchtime support staff will be assigned to two groups but will not supervise each group at the same time. There may be occasions when a group may be taught by a different member of staff due to illness other than Covid19, hospital appointments and staff working hours etc.	SLT All staff		*
ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools, you may want to consider seating students at the same desk each day if they attend on consecutive days	See above Staff to produce seating plan	SLT All staff Caretaker		
For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)	Caretaker to read and understand the guidance and report to HT	Caretaker		
ensure that sufficient handwashing facilities are available.	Caretaker to report to Business Manager when more stock is required Hand driers not to be used – paper towels instead	SLT caretaker		

Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	All areas have sinks close by Hand sanitiser will be provided to all staff initially and the reception area and will be available to class for child use when possible (concern over supply and availability)	All staff Caretaker		*
ensure that all adults and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly.	Hygiene posters to be displayed in all areas Staff to train children Parents to be told to follow same procedures at home (via letter from teaching staff)	SLT Staff Children Parents		
Review the guidance on hand cleaning (https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	All staff and parents to be issued with the guidance and See above	SLT All staff Parents		
ensure that help is available for children and young people who have trouble cleaning their hands independently	Staff to assess and monitor children offering guidance where required Staff to be made aware of this	All staff		
consider how to encourage young children to learn and practise these habits through games, songs and repetition	Staff to indicate whether they need any support/training in this SLT to organise if required	All staff		
ensure that bins for tissues are emptied throughout the day	Member of staff to empty bin into central bin out side cleaners store upstairs and downstairs at each break point.	All staff		
where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	All windows should be opened in the work areas. Doors may be propped open in all the work areas but must be closed when there is nobody in the room.	All staff		
get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about	Guidance to be shared with staff through this document Caretaker and BM to monitor supplies and reorder as required	All staff		

proportionate supplies of soap, anti-bacterial gel and cleaning products if needed there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting				
Reduce mixing within education or childcare setting by:				
accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	See above. Groups will use the nearest available external door A divider to be placed in the hall to separate the two groups Walkie talkies to be used so that groups do not leave areas at the same time	All staff		
staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	See above	All staff		
staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms	See above Lunchtime supervisor for the group will be responsible for cleaning the tables. Children will remain in their area Children in YR and Y1 will be provided with a lunch from school. Y6 will be encouraged to have a school lunch but if necessary lunch boxes will be stored separately at the back of the class area.	All staff		
ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	See above			
noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	There are currently no children requiring additional supportive measures. Staff will be available for all children where required and will liaise with the SENDCo AL to be available for children who may need emotional support.	All staff		
Use outside space:				

for exercise and breaks	Staff will use walkie talkies to ensure they do not access or pass the same area.	All staff		
for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Outdoor learning will take place where ever possible utilising our large grounds. Staff will communicate with each other as to which areas they want to use each day	All staff		
although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings)	See above Outdoor equipment will not be used	All staff		
For shared rooms:				
use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.	Less than half capacity			
If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)	Children will play outside whenever possible in their own group. If it is an indoor play groups will remain in their own area	All staff		
stagger the use of staff rooms and offices to limit occupancy	Staffroom will be staggered as lunch time will be staggered. Notices to be displayed reminding staff of social distancing.	SLT All staff		
Reduce the use of shared resources:				
by limiting the amount of shared resources that are taken home and limit exchange of take home resources between children, young people and staff	Children will not bring PE bags or reading bags in to school of Lunch boxes for YR & Y1. Other objects or bags from home will not be allowed in school Parents will be informed of this and if anything is brought into school it will be placed in a quarantine bag in a cupboard or corner of the area.	SLT All staff		

	Children's coats will be kept on the back of chairs and should only be brought if weather suggests needed. If possible children should wear school uniform but if this is not possible sensible outdoor activity wear should be worn.			
by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently	Staff to produce a set of stationery for each child Other resources to be used sparingly and washed after use – e.g. paint pots etc.	All staff Caretaker		
although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	Teachers to consider their activities carefully and the implications for cleaning. Staff to take responsibility for this and monitored by SLT	SLT All staff		
Adjust transport arrangements where necessary including: encouraging parents and children and young people to walk or cycle to their education setting where possible	See above	SLT		
Health matters				
Shielded and clinically vulnerable pupils will not be expected to attend school.	School to contact parents who are clinically vulnerable.	SLT	NO	
Shielded and clinically vulnerable adults are advised not to work outside the home.	School to make sure that staff understand what the vulnerable groups are and to provide evidence if they believe they fall into the highest group.	SLT	No	
If a child or member of staff lives with a shielded or clinically vulnerable person (but not clinically extremely vulnerable), including those who are pregnant, they can attend their school.	All staff to be made aware of the safeguards in place and that it follows government guidance and are told that there is no 100% guarantee that it can be safe. Staff to be made aware that they have a responsibility to report to the HT if they see unsafe practise.	HT		*
If a child or staff member lives with someone who is extremely clinically vulnerable, it is advised they only attend if stringent social distancing can be adhered to. If social distancing is not possible, individuals are not to attend.	School to make sure that staff understand what the vulnerable groups are and to provide evidence if they believe they fall into the highest group. School to find out via letter whether any pupils fall into this category.	SLT		

<p>If someone becomes unwell with a new continuous cough or high temperature, they must be sent home and advised to follow the COVID-19 guidelines.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>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 of the child. Ideally a window should be opened for ventilation. If not possible to isolate them, move them to an area at least 2 metres away from other people.</p>	<p>Child will wait in the 'Booster' room with windows open.</p> <p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>If they need to go to the bathroom whilst waiting to be collected, they should use a separate one. This should then be cleaned and disinfected before anyone else uses it.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>Only use PPE if a child becomes unwell with symptoms of coronavirus whilst at school. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If necessary, then gloves, an apron and a face mask should be worn by the adult. If a risk assessment determines a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should be worn.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>If symptoms are compatible with coronavirus, the staff member or pupil should self-isolate for 7 days and members of the household for 14 days. All staff and pupils will have access to a test if they display symptoms.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>If the test is negative they can return.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>If positive, the rest of their class or group within their school should be sent home to self-isolate for 14 days. Other household members do not need to self-isolate unless they develop symptoms.</p>	<p>Guidance to be followed by school</p> <p>Guidance to be clearly displayed in school and distributed to all staff</p>	<p>All staff</p> <p>SLT</p>		
<p>Additional items</p>	<p>All guidance to be printed and clearly available in office/staff room and classrooms.</p>			

