



Netherthong Primary School – Covid 19 Risk Assessment 16th July. To be reviewed regularly and at least once a month or when there are changes.

This risk assessment has been produced using the Government DfE Guidelines (Guidance for full opening) 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	Control Measures Action(s) Required	Person Responsible	Action completed Yes/No	Level of Risk once Action(s) completed
			Yes	
Staff	Review staffing needs and individual discussions and risk assessments to be completed where appropriate	HT		
Fire Safety and Lock down	Staff to review the fire safety documents for areas in which they will be working. Fire drill to be practised on ...	SLT	Yes	
Health and Safety Policy to be reviewed		HT/BM/ Gov		
First Aid	<p>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 for Covid 19 will be followed.</p> <p>If a child can put on a plaster themselves they should do so.</p> <p>Staff to be instructed/trained in the correct way to put on and take off PPE. (Link in Heads Up 29th May) as a reminder following previous training</p> <p>Posters supporting the video to be displayed in the First Aid area</p>	SLT		

Prevention				
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 your setting	Parents and staff to be reminded via letter that they should not attend school if anyone in their household has Coronavirus symptoms	SLT		
2. Clean hands thoroughly more often than usual	Children to wash hands on entry to school and at key points and further on a regular basis Hygiene points to be placed inside each classroom for adults but at high points in KS1 to avoid incorrect use.	SLT All Staff		
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Posters to be refreshed and checked that they are in all key places Parents to be informed that face coverings should not be used by children in school	SLT		
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach Points to consider and implement:	Caretaker to adapt current cleaning schedule Staff to wipe down a room and equipment upon leaving Follow PHE guidance to be published summer term Staff will monitor children who go to the toilets and remind children to wash their hands	SLT Caretaker		
5. Minimise contact between individuals and maintain social distancing wherever possible Points to consider and implement:	It will not be possible to maintain 2m social distancing. Reminders for children to keep apart will be given. School and parents must appreciate the age and stage of development of pupils to observe such measures continually throughout the day.			
• How to group children	Children will form a 'bubble' in their class Classes in KS2 will swap rooms so that current class 3 with 35 children is in the largest room with access to spill out shared area, separate to others Larger 'bubbles' will be formed at lunchtimes EYFS/ KS1 (YR, Y1 & Y2) Lower KS2 (Y3 & 4)	SLT Teaching staff		

	<p>Upper KS2 (Y5 & Y6) These lunch time bubbles also reflect the physical organisation of the class bubbles</p> <p>Larger bubbles have to be formed to cater for the physical and staffing needs of the school, without which it would not be possible to operate.</p>			
<ul style="list-style-type: none"> Measures within the classroom 	<p>EYFS will use their classroom and $\frac{3}{4}$ of the shared area Y1 will use their classroom and $\frac{1}{4}$ of the shared area Y2 will use their classroom Y3 will use their classroom Y4 will use their classroom and the shared area Y5 will use their classroom Y6 will use their classroom and the 'Booster' room, ensuring that it is wiped down after use.</p> <p>Library will be repurposed to enable catch up groups to take place – table will be redistributed. A time table will be put in place and the room will be washed down after each use. In the short term, books will not be sent home. This will be reviewed.</p> <p>Any unnecessary furniture/equipment will be removed from teaching areas.</p> <p>One toilet area will be available for each class. This will be gender neutral. Only one child will be allowed to use the toilet at a time. Staff will need to consider how this will be organised.</p> <p>Children in KS2 will sit facing the front in rows Children in EYFS/ KS1 will sit in groups as the classroom is normally arranged Children will be reminded regularly to keep their social distance. Staff will not swap classes except for PPA and leadership time</p>	Teaching Staff		
<ul style="list-style-type: none"> Measures elsewhere 	<p>Assemblies will not take place in the hall. These will be delivered online via Microsoft Teams if possible and the class</p>	SLT Teaching		

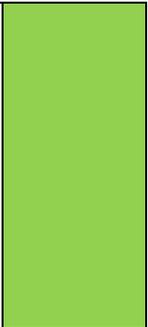
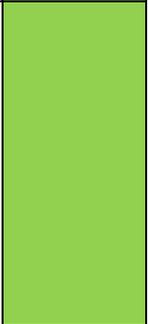
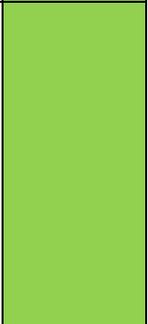
<ul style="list-style-type: none"> • 	<p>teacher will deliver usual class assemblies.</p> <p>The current layout of the staffroom will continue (Max 8 at any one time/ chairs with x's on/ 2 in the kitchen) Lunch times will be slightly staggered to aid this</p> <p>Break times will be staggered EYFS/KS1 – 10.15 – 10.30 Lower KS2 – 10.30 – 10.45 Upper KS2 – 10.45 – 11.00</p> <p>Rota system for areas ensuring variety for the children. (Field may not always be used because of conditions).</p> <p>KS2 snacks should be a piece of fruit or veg only and should not be kept in a packet or tub and should not be left in lunch boxes as these will be taken to the school hall on arrival.</p> <p>Lunch times will be staggered</p> <p>EYFS/KS1 – 12.00 - 1.00 eat 12.00 – 12.15 (EYFS to start eating at 11.50) Play – 12.15 – 1.00 Top playground</p> <p>Lower KS2 – 12.20 – 1.20 eat 12.20 – 12.35 Play - 12.35 – 1.20 Lower playground</p> <p>Upper KS2 – 12.35 – 1.35 eat 12.35 – 12.50 Play – 12.50 – 1.35 Top playground (KS1 to move to half the playground for the last few minutes)</p> <p>Lunch boxes will be stored on trolleys in the hall to avoid children having to access the lockers.</p> <p>Each class will be allocated two tables</p> <p>A separate table to be available for those children who are slow eaters. Two members of LTS with each bubble. SLTS to be available throughout and to do First Aid.</p>	<p>staff</p> <p>LTS's</p>		
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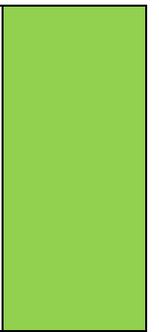
	<p>Parents and children to be informed via letter that children should not bring face coverings into school with them Adults in school should not wear a face covering and will be asked to remove one on entry.</p>			
<ul style="list-style-type: none"> Other considerations 	<p>Children will have their own pencils and rulers; however colouring pencils and paints etc will be shared within the bubble</p> <p>Staff will make sure that other equipment is washed regularly and at all times if to be used by another bubble.</p> <p>PE equipment will be washed at the end of each session or left for 48 hours (72 for plastics)</p> <p>Children will wear PE kits for the full day on which they do PE.</p> <p>Children will not bring pencil cases and other unnecessary equipment. Children will only need to bring book bags unless a larger bag is required because for example they are going to stay at another parent's house. They should bring a water bottle, school will not give out cups or bottles.</p>	All Staff		
Visitors to school	<p>Only essential visitors will be allowed to enter school</p> <p>Essential visitors to use hand sanitiser in the main entrance.</p> <p>Table in porch with Hand sanitiser will be available on the 'counter'.</p> <p>Sign in book to be completed by office staff.</p> <p>Parents requested to ring or email to share/ discuss issues or ask questions.</p>	SLT Office staff		
Deploying support staff and accommodating visiting specialists	<p>Support staff will be deployed in the first instance to children with SEND and where possible the number of class bubbles that they work with will be minimised</p> <p>Support staff will be used for taking 'catch-up' groups. There will be little general TA support.</p> <p>External teachers – Peripatetics/ tutors etc. will take place in</p>	HT SLT		

	the nearest available shared area or the 'Booster' room. All areas will be washed down after use.			
Recruitment	Any interviews will take place with social distancing in place. A candidate may be asked to work with a group of children ensuring that social distancing is in place where possible. The library will be used for such activities.	HT		
Supply teachers and other temporary or peripatetic teachers	The schools part time teachers will be asked to work in the first instance. Any external supply will be given an induction on the school's procedures; although we recognise that this could be at very short notice	HT SLT		
Expectation and deployment of initial teacher trainees	Any ITT will be deployed into a specific bubble and will be inducted into the working practices for Covid-19	HT SLT		
Staff Taking Leave	Availability for work in September (and potential need to quarantine) to be discussed with staff at staff meeting and Via email for the wider school staff.	HT		
Other support	Volunteers to be assigned to a bubble and inducted into correct working practices for Covid-19	SLT		
Extra-curricular provision	School will work closely with Lorna Wilcockson who will reflect the working practices and bubbles of school Clubs will take place that cater for the larger bubble. i.e. EYFS/KS1, Lower KS2, Upper KS2	HT All staff		
Develop remote education so that it is integrated into school curriculum planning	£1500 DfE funding secured to develop Microsoft Teams Staff to complete training Roll out to children and parents Use a means of delivering assemblies etc in school	HT SLT All staff		
Physical activity in schools	Classes will do PE within their class bubbles and sometimes with a Sports coach Equipment will be washed or rested after use Children will wear PE kits for the whole day on which they do PE.	All staff		
Behaviour expectations/ policy	The behaviour policy to be reviewed and shared with parents and carers.	SLT		

Additional Health taken from June Risk Assessment and updated				
ensure parents and young people are aware of	Letter see above	SLT	Yes	

recommendations on transport to and from education or childcare setting (including avoiding peak times)				
talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	Virtual staff meeting to be held. Staff to be included in the development of this plan	SLT	Yes	
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	Yes	
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.	Guidance to be followed by school Guidance to be clearly displayed in school and distributed to all staff See flowchart 'Pupil attendance & clinical vulnerability' Available in Heads Up dated 9/6/2020 and displayed in the school office and school website	All staff SLT	Yes	
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.	Child will wait in the 'Booster' room with windows open. Guidance to be followed by school Guidance to be clearly displayed in school and distributed to all staff	All staff SLT	Yes	
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.	Guidance to be followed by school Guidance to be clearly displayed in school and distributed to all staff	All staff SLT	Yes	

<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>Staff to be instructed/trained in the correct way to put on and take off PPE (Link in Heads Up 29th May). Supporting posters to be displayed in the office and First Aid area.</p>	<p>All staff</p> <p>SLT</p>	<p>Yes</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>Follow "Flowchart – People displaying symptoms". Link Available in Heads Up dated 9/6/2020 and displayed in the school office and on the school website.</p>	<p>All staff</p> <p>SLT</p>	<p>Yes</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>Yes</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>Yes</p>	
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