

## Riseley C of E Primary School

### Risk Assessment March 2021

From 8<sup>th</sup> March 2021, RPS will open to all children in Nursery through to Year 6.

The DfE has produced guidance for all schools to use to ensure that a full risk assessment has been completed, is reviewed regularly and effectively reduces the risk of transmission of Coronavirus.

The guidance provided by the DfE, 'Schools coronavirus (COVID-19) operational guidance' Updated February 2021, details guidance set out in 5 distinct sections:

- 1. Minimising the risk of transmission
- 2. School Operations
- 3. Curriculum, behaviour and Pastoral Support
- 4. Assessment and Accountability
- 5. Contingency planning to provide continuity in case of local outbreak

This risk assessment will deal with each individual section, detailing the perceived risks and how we will mitigate them at RPS. This plan will be reviewed again by members of the SL and appropriate members of the governing body on 16<sup>th</sup> June 2021 in advance of the proposed date of easing lockdown restrictions on 21<sup>st</sup> June 2021. Amendments will be made where required should the guidance be subject to a review if lockdown restrictions ease before this date and will be published with all staff and parents through staff communication, Class Dojo and also our school website.

Questions regarding the Risk Assessment are welcomed and can be addressed to Mrs Clare Claxton, Executive Headteacher, by emailing:

[office@riseley.bedssch.co.uk](mailto:office@riseley.bedssch.co.uk)



## **Section 1: Public Health advice to minimise coronavirus (COVID-19) risks.**

Risk	Mitigation	Additional Information
<p>Transmission of COVID 19 by people who are unwell.</p>	<p>Prevention: Children and staff do not come into school if they have symptoms or have tested positive at any time in the last 10 days. If anyone in school develops symptoms they will be taken to the isolation room and sent home and expected to follow the ‘Stay at Home: guidance for households with possible or confirmed Coronavirus infection’ – accessed via the link below. This sets out that they should self-isolate for at least 10 days and should arrange to have a test.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>	<p>If they have tested positive whilst not experiencing symptoms during the isolation period, they should restart the 10-day period from the date of positive test.</p> <p>Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>The isolation room (Headteacher’s office) will be ventilated and anyone who is required to support the staff member / child, must wear full PPE, including gloves, apron, mask and visor and must keep a distance of 2 metres, unless this is impossible and a child is in distress. If they need the bathroom while in isolation, the disabled toilet next to reception in the admin block is the designated toilet.</p>
<p>Transmission of COVID through surfaces and touching.</p>	<p>Hand hygiene and enhanced cleaning of classrooms, shared area and equipment.</p> <p>All classrooms have sinks and handwash / soap available at all times. Hand gel is available for when handwashing is less easy to access.</p> <p>Daily enhanced cleaning of all surfaces will be completed by staff throughout the school day. A cleaning schedule details what needs cleaning and how frequently.</p> <p>A cleaner has been employed to sanitise surfaces in the public areas and all toilets from 11:30-12 noon and again from 1:30-2pm</p>	<p>Children will be reminded on a daily basis about the importance of handwashing. Posters and signs around the school remind children how to wash well and to wash for at least 20 seconds.</p> <p>Staff will promote good hand hygiene at all times and at specific times of the day: e.g. before and after eating, after coming in from the playground and at the start and end of the day.</p> <p>Hand cream can be brought into school for any children with sensitive skin. This must be named and only used by the child it belongs to.</p>

	<p>3 staffrooms and a dedicated toilet have been allocated to 3 groups of staff throughout the school. COVID spray has been placed in each area and staff asked to wipe surfaces before and after use.</p> <p>All staffrooms have been cleared of non-essential items and no food is to be shared. Each member of staff to bring their own cup and cutlery. A supply of plastic cutlery will be available for emergencies.</p>	<p>The 'COVID cleaner' has a detailed list of surfaces that require sanitising eg where a fridge door opens and the handle of the milk carton, and this procedure is repeated as often as the COVID cleaning shift permits. All cloths and drying cloths have been removed and replaced with disposable paper towels.</p>
<p>Transmission of COVID through sneezes and coughs. (airborne particles)</p>	<p>Good respiratory hygiene will be encouraged through the use of 'Catch it, Bin it, Kill it'.</p> <p>Tissues and lidded bins are available in every classroom.</p>	<p>Staff will remind children about the importance of this and ensure that children understand why it is important. Staff will access and use the 'e-bug coronavirus website' where required to support children's understanding.</p> <p>All support given to children will be given at a level which is right for individual children and takes into account their individual needs.</p>
<p>Transmission through used of shared areas such as toilets.</p>	<p>A cleaning schedule is in place to ensure toilets are cleaned regularly.</p> <p>Other than in the new admin block where the before and after school club takes place, toilets cannot be allocated for individual classes / year groups as the school does not have capacity for this: Therefore, cleaning schedules and rigorous handwashing will ensure that this risk remains as low as possible.</p>	<p>Specific toilets have been allocated by year group in the new admin block</p>
<p>Transmission through contact</p>	<p>Minimise contact and mixing between people as much as possible.</p> <p>Nursery and Reception (2 classes) will form 1 bubble.</p> <p>Year 1, 2, 3, 4, 5 and 6 will remain in class sized bubbles.</p> <p>Bubbles will be required to remain separate from each other and to use designated areas of the playground/field. Sports Equipment will be designated to each bubble for play, and cleaned after use.</p> <p>Class resources, where there is no option but to share, will be thoroughly cleaned between different bubbles using them.</p> <p>Staff will be expected to socially distance where possible but at all times outside the classroom and during break-time.</p>	<p>Nursery, Reception and Year 1 follow a continuous provision style curriculum which requires resources, areas of learning and also specific staff to manage specific areas. Equipment to resource these areas will be minimised whilst still providing a sufficiently stimulating curriculum for the children</p> <p>Y1-Y6 will operate as normal though</p> <p>Monitoring and Review: All measures for maintaining social distancing will be reviewed weekly and altered where necessary to maintain safety and also allow for educational provision to be offered as near to 'normal' as possible.</p>

	<p>Children will be kept in their bubbles for morning and afternoon Kids Club which will be socially distanced in the main hall.</p> <p>Seating plans for classrooms, whether in groups, lines or another system, will depend on the context of each class, their age and stage of learning. From Year2-Year 6 children must be sitting side by side in rows.</p> <p>Timetabling will allow all classes to access areas of the school in a controlled manner. Staggered breaks and lunchtimes, will continue to be used to prevent too many children and staff being in key areas at the same time (e.g. corridors) Use of external classroom doors to come and go will also minimise this.</p> <p>Hall use kept to a minimum: All PE will all be outside, weather permitting. Lunches will be eaten in Bubble class bases except for Reception where there are not enough tables. Lunch will be eaten in the main school hall at the opposite half of the hall from where Kids Club operates.</p> <p>Assembly / Collective Worship will take place in class or through Zoom.</p>	<p>As the hall is needed for Kids Club morning and afternoon, it is logistically very complicated to strip it and sanitise. However, this will be accomplished on mornings when it is wet so that indoor PE can take place in the morning before the hall is used for Reception lunches. A system is to be worked out for removing the Kids Club resources into the half of the PE store cupboard that is not used on a daily basis.</p>
<p>Transmission through arrival and collection at school.</p>	<p>Start times and specific drop off / pick up locations. Children use hand gel before entering the school building and before leaving, in addition to regular handwashing.</p> <p>Parents have been asked to drop off and pick up at staggered times and to return to their cars rather than socialising at the school gate.</p> <p>All parents to be encouraged to wear masks for drop off and collection and to use the 2 metre markings on the floor to support with maintaining social distancing. There is a one-way system for drop off and collections on the MUGA to support with social distancing.</p>	<p>Parents who have multiple collections use the staggered times to collect their children. If they have two or more children to collect in the same time bracket, parents pick up their youngest children first and then the older ones. Individual arrangements can be negotiated to ensure parents do not have to wait more than 10 mins to drop off/pick up all their children.</p> <p>Parents who need to speak to a member of staff can do so through the following measures: Class Dojo Ringing / emailing the office</p>

	No parents are to enter the school building at the moment except in exceptional circumstances e.g. TAF meetings. Visits to the school office will be conducted at the front door.	Email the Executive headteacher direct
Pupil face coverings.	Children are able to wear face coverings on the way to school, if that is what a parent wishes. The face covering needs to be removed before entering school and stored safely, in a plastic bag, in the child's personal bag for the end of the day.	DfE guidance 7 <sup>th</sup> January 2021 states that masks in schools are only relevant to children in Y7+ if the Leadership Team deem it appropriate. Staff have been asked not to help a child with putting on/removing a face mask.
Confirmed case of Coronavirus (COVID-19) / Response to any Infection.  Manage confirmed cases of coronavirus and contain any outbreak by following Health Protection Team's advice.	<p>Full contact to be made with Public Health England to determine the course of action. Staff / children / parents to engage with NHS Track and Trace.</p> <p>On confirmation of a positive test: Contact the Local Health Protection Team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure that they are asked to self-isolate.</p> <p>School staff to follow all advice given by the Health Protection Team, including the use of template letters to parents in case of bubbles or school closure.</p>	<p>Health Protection Team will work with schools to guide them through this process, based on the advice given, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in contact with that person.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contacts: face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>• Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle like a car, with an infected person.</li> </ul>

## **Section 2: School Operations**

Risk	Mitigation	Additional Information
Risk of transmission through school transport	School transport is provided by Bedford Borough Council and subject to the full COVID measures implemented by the LA. We will follow all advice given and ensure information is shared with parents where necessary.	Sam Sharp to liaise with BBC and ensure parents have correct information.

<p>Risk of children not attending school / low attendance</p>	<p>Clear signposts to parents that all children are expected back in school from 8<sup>th</sup> March. The guidance might change in advance of the proposed 21<sup>st</sup> June easing of restrictions and if so, the school will react immediately to necessary changes.</p> <p>In the event that we have parents refusing to send vulnerable children to school, increased liaison with Educational Welfare Officers and the school's Family Support Worker could encourage them to send their children.</p>	<p>Guidance details as to what measures are being put in place must be regularly circulated to staff and parents. This could come from school or BBC personnel.</p> <p>BBC also has support mechanisms through Early Help to support the school, children and families where needed.</p> <p>If a child is unable to attend school for any reason, we will arrange and offer remote learning, through using Dojo, videos from the teacher, Access to the Oak National Academy to provide work which is as close to that in class as possible.</p>
<p>Staff concerns about returning to full school numbers.</p>	<p>Following the DfE guidance ensures that we are working in line with advice from Department of Health and Social Care and Public Health England to mitigate and reduce any possible risks.</p> <p>All staff must follow the controls detailed in this document.</p> <p>Staff are advised to wear face coverings at the school gate and when walking through school corridors. In 1:1 meetings, staff may remove face coverings provided there is adequate ventilation in the room.</p> <p>Staff have been allocated separate staffrooms and separate toilets and are not permitted to use other rooms.</p> <p>Photocopiers and laminators all have COVID measures linked to their usage eg antibacterial wipes at the photocopying stations to ensure staff safety</p>	<p>If staff are concerned, SLT members arrange to meet with them to discuss their concerns to explain the methods in place and reassure the staff member about the controls in place.</p>
<p>Staff concerns about Employer Health and Safety and Equalities Duties.</p>	<p>Schools have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following steps in this guidance will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help schools to meet their legal duties to protect employees and others from harm.</p>	

<p>Concerns that staff feel under-prepared or lacking information.</p> <p>Staff anxiety about full re-opening.</p>	<p>SLT to ensure that plans have been shared with all staff in advance of Training Days and have the opportunity to ask any relevant questions.</p> <p>Mental Health support to be available to staff if needed to offer support and advice where required. This can be accessed through the Local Authority or the Early Help Team.</p>	<p>Staff are asked to raise their concerns with the Head or senior leaders and a response with actions as appropriate can be expected within 48 hours.</p> <p>Weekly KIT email to go to all staff to share successes and explain any alterations which may be required.</p>
<p>Staff absence makes running classes challenging.</p>	<p>SLT to meet to have a range of staff absence mitigations in place.</p>	
<p>Risk of transmission through use of the hall to supply hot meals.</p> <p>Risk of transmission while children mix and queue to collect hot meals</p>	<p>The hall will be used for a limited number of children (Reception only) to have access to tables to eat lunch. All other children will eat packed lunch or hot dinners in their classroom.</p> <p>All children who are entitled to a meal either through UIFSM or FSM will be eligible for one. All children can order a hot dinner which will be delivered to classrooms in hot boxes by kitchen staff.</p>	<p>The government voucher scheme will no longer operate once all children have returned to school.</p>
<p>Risk of transmission through poorly ventilated rooms.</p>	<p>Staff will ventilate their rooms, to ensure a good flow of fresh air.</p> <p>At times staff/children will wear extra clothing to ensure they remain warm whilst ensuring adequate ventilation.</p>	<p>A child sitting near an open window should be asked to put on their coat or reposition the desk if this is possible. Parents will be reminded to ensure that children have enough warm clothing and jumpers. If the child remains cold, staff should close the window and only open during break and lunch. However, the weather is growing warmer and all staff realise the importance of good ventilation in reducing COVID 19 transmission.</p>
<p>Risk of transmission through Educational Visits outside of the school grounds.</p>	<p>There are too many variables at this time, to ensure that school, visits can be undertaken safely. Therefore, at this time, we will not be going on any Educational visits.</p> <p>This will be regularly reviewed and also considered in line with the systems and protocol visits providers have in place. If the risk is reduced, we will reconsider this. However, this will be on a visit by</p>	<p>No trips to date have been authorised.</p>

	visit basis and the decision will remain with Mrs C Claxton, Interim Executive Headteacher as to whether the trip will go ahead.	
<p>Risk of transmission through clothing.</p> <p>Risk of spread of virus when changing clothes.</p>	<p>The DfE guidance states that Uniform does not need to be cleaned any more often than usual, nor do cleaning methods other than the usual ones need to be used.</p> <p>Children are asked to wear full school uniform.</p> <p>Children will come to school on PE days wearing PE kit, to reduce the need to change from school uniform to PE kit. This will reduce the risk of children mixing up clothing and also mean that staff do not need to help young children to get changed.</p>	<p>All staff will be reminded that a key aspect of our duty of care is to support children with dressing. If a child needs this, staff members are expected to take the relevant precautions if a child needs assistance. E.g. gloves if required and handwashing immediately after the support has been given.</p> <p>This is particularly relevant for younger children who often needs help with coats, shoes, gloves etc.</p>
<p>Risk of transmission of the virus versus Parental need for Active Kids wraparound care.</p>	<p>Kids Club, which caters for a significant number of working families, will operate before and after school in the main school hall. Food that is easily prepared will be offered as breakfast and an after school snack.</p> <p>The Kids Club will now take place in the Kids Club room (Practical Room) and the school hall so that year group bubbles can be separated. When inside resources will not be shared between bubbles. Handwashing routines and regular sanitizing will continue.</p> <p>We have adequate staffing and space to allow for separate groups, first aid in each area, enhanced cleaning during the sessions and managing the drop off / picks ups. Drop off and pick up is currently through the main entrance to avoid staff coming onto school premises.</p> <p>As the weather gets warmer, Kids Club activities will become more outdoor based to ensure good ventilation.</p>	<p>The children will spend the majority of their time outside. If the weather is bad groups can be split into the Hall and Practical Room if necessary.</p> <p>Our pre-booking system means that we know how many children will attend each day and which year groups the children are in for room planning.</p> <p>Parents arrive at the front entrance and phone through to staff who accompany the child to the front entrance.</p>



### Section 3: Curriculum, behaviour and pastoral support

Risk	Mitigation	Additional Comments
<p>Children's academic needs being more varied and diverse than at the start of a non-COVID year.</p>	<p>All children will have a settling in period and then a period where baseline assessments are completed in the week beginning 22<sup>nd</sup> March 2021.</p> <p>Baselines will then lead into targeted Teaching and Learning for all children. Interventions, catch up sessions and TA groupings will be used to support children to fill gaps in their learning and to increase their confidence levels.</p>	<p>Baseline assessments will take place as non-invasive tests. On their return, children need to settle in first, ensuring their well-being and that engagement is significant before learning will be purposeful.</p> <p>Adding capacity to the teaching staff through engaging tutors from the NTP is under consideration.</p>
<p>Children's needs lead to narrowing of the curriculum</p>	<p>All curriculum subjects will be taught, through the Creative Curriculum topic led system which we have at RPS.</p> <p>Each subject will be timetabled and subject leaders will monitor the coverage and quality of Teaching and Learning across the school.</p>	
<p>Significant gaps are apparent in Core subjects</p>	<p>QFT is to be used as the first approach for all children. In addition to this, intervention, catch up sessions and pre-learning are to be used to enable children to make rapid progress in R/W/M</p>	<p>Whole School focus on Reading is to remain a key focus with all children having quality Reading teaching on a daily basis.</p> <p>Fluency sessions for Maths to be used daily in addition to the maths lesson.</p> <p>Home Learning is to be tailored to the individual children's needs – weekly R/M/W and Spelling is to go home for all children in Y1 upwards. (Y1/Y2 will have. Greater emphasis on Phonics and early reading rather than Writing)</p>
<p>Closure of Bubbles / years groups / whole school</p>	<p>Previous remote learning to be used as a 'minimum', building on this through the use of daily videos for lessons on Dojo.</p> <p>Use of Oak National Academy and White Rose videos for lessons which have a follow up from</p>	<p>Remote learning will need to centre around the Core Curriculum and give suggestions / lesson ideas for Foundation subjects.</p> <p>EYFS focus will be Prime Areas of Learning</p>

	the Teacher and submission of work for marking through Dojo portfolio / school emails.	KS1 and 2 prioritise gaps in the essentials (Phonics and reading, increasing vocabulary, writing and Mathematics)
Risk of transmission through Singing, either in Collective Worship or Music lessons/ Hymn Practice.	DfE current guidance states ‘Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back to back or side to side, avoiding the sharing of instruments and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles or school assemblies.’	Therefore:  No assemblies, CW, Hymn Practice, Singing in Music (unless groups of 15 or less)  Peripatetic Music lessons can take place but will have a set of guidelines in place for all to follow.
Risk of transmission through Physical Activity.	Day to Day class PE lessons will take place outside at least twice a week for all children.  Equipment will need to be cleaned if it is to be used by another group. Leaving equipment for 72 hours between use will further reduce the risk of transmission between bubbles.	A full review of PE / Sports and Clubs will be conducted frequently (last week of Spring 2) and reinstated as soon as it is safe to do so after the Easter holidays.  If safe to do so, after-school clubs and use of the hall will be reinstated.
Risk of children’s mental health and well-being being adversely affected by trauma, extended time away from school or struggling to come back.	Staff given information about how to support children with anxiety, separation worries and low levels of well-being and involvement.  Pyramid of Universal / Targeted / Intensive support to be used to access support within school and also externally through the BBC Early Help Team.	Staff to use the Leuven Scales where appropriate to determine levels of well-being and involvement. Use of intervention, support staff and different activities to be implemented for children showing low levels of w/b and i.  Triangle of support to be shared with all staff and also more widely with parents through Dojo and website, so they know what we are able to offer and have in place to support the Pastoral needs of the children.

	<p>Miss Becky McAlpine, in her role of family support, to support children with particular needs.</p> <p>Parents to be encouraged to speak to staff about any concerns they may have to share information and seek additional help if required.</p> <p>All classes to start the Jigsaw PSHE programme early this term to give children opportunities to talk and share and cover important Personal, Social and Health concerns.</p>	<p>SENCo to link with EWO / School Nurse where required.</p>
<p>Risk of children not being clear about behaviour expectations during the COVID pandemic</p>	<p>Remind all children about behaviour and expectations and the need to socially distance, handwash etc. Children are already good at this but reminders are very important.</p>	<p>Our behaviour policy was amended during the first lockdown beginning March 2020 and does not require another review at this time.</p> <p>The Policy and its application / appropriateness will be reviewed in the light of the monitoring process undertaken half termly.</p>

#### **Section 4: Assessment and Accountability.**

Risk	Mitigation	Additional Comments
<p>Children will not be prepared to sit external assessments.</p> <p>EYFS Profile</p> <p>Y1/Y2 Phonics Screening</p> <p>Y4 Multiplication Test</p> <p>KS2 Tests and Teacher Assessments</p> <p>Statutory Trialling</p>	<p>Summer 2021 see all assessments take place.</p> <p>All staff will be expected to continue to offer QFT, assessing gaps and areas of need and addressing them through the usual teaching strategies.</p> <p>Internal assessment will take place and be used to determine progress and also diagnostically to determine areas which require additional focus.</p>	<p>The school is considering buying into the whole school PiXL assessment system.</p>

## Section 5: Contingency Planning for Outbreaks

Risk	Mitigation	Additional Comments
<p>Risk of outbreak either locally or nationally</p>	<p>Headteacher and Governing Body to ensure that all guidance from Local and National level is adhered to.</p> <p>Remote plans will be in place for isolating classes / bubbles or if there is a local lockdown in place which means the school is asked to close.</p> <p>This will involve:            A planned curriculum sequence allowing access to high quality online and offline resources (Including Oak National Academy)            Use of Class Dojo for Teachers to send short videos to children and children to upload completed work for checking.            Printed and copied resources to be available for those with no IT access or those who prefer to work on paper due to individual needs.            Applying for devices for children with no internet access from the DfE / Local Authority            Supporting younger and SEN children to access the work from home, supporting individual needs where possible.            Use questioning and work submission to gauge children's successes with their work and any next steps to continue their learning.            Ensure teachers alter the pace of the lessons where needed and offer alternative strategies and ideas to those who require them.</p>	<p>Continue to use the DfE list of remote sources and online support for children and parents.</p> <p>Continue to offer work packs for children who require them.</p> <p>Review the use of Zoom as a teaching tool to allow for daily contact between staff and children. Does Zoom now offer satisfactory safeguarding mechanisms?</p> <p>Apply for additional devices as and when the opportunity arises.</p>

### Information Sharing

Risk Assessment shared with all staff and staff provided with an opportunity to ask questions and clarify areas of uncertainty Date: 2<sup>nd</sup> March 2021

Risk Assessment shared with Governing Body for assessment, discussion and ratification. Date: 2<sup>nd</sup> March 2021

Key points and logistical information shared with parents and carers: Date: 4<sup>th</sup> March 2021

Risk Assessment published on school website. Date: 8<sup>th</sup> March 2021

### **Monitoring and Review**

This RA will be reviewed regularly and any amendments will be made accordingly. An amended plan will then be shared with all stakeholders.

Monitoring of this Operational Plan will be the responsibility of the Executive Headteacher, Mrs Clare Claxton who will work with the Interim Deputy Headteachers, Mrs Amy Perrett and Mrs Emma Power.

Any significant changes will be reported to and shared with the Governing Body.